



SCA National Conservation Center  
689 River Road  
Charlestown, NH 03603  
Phone: 603.543.1700  
Email: [donorrelations@thesca.org](mailto:donorrelations@thesca.org)

Dear SCA Intern,

Thank you for your hard work and service as an SCA Intern. Your contributions are helping to protect and care for our public lands now and into the future. We are proud to have you as a member of the SCA family and look forward to supporting your future conservation endeavors. This letter includes information and instructions on completing a valuable and required SCA program activity, Letters of Reflection.

As you may know, SCA is a nonprofit organization that receives financial support from donors and partners to make our programs, and your internship experience, possible. While your site supervisor and partner colleagues benefit from seeing your hard work every day, other partners and donors are very interested in learning more about the work you are doing. A great tradition at SCA, encouraged by our founder Liz Putnam, is that we ask every one of our members to write a personal letter of thanks those who support SCA, and in turn, your experience. Our donors and partners believe in your work, the mission of SCA, and many of them are former SCA members like you.

Please write a hand-written letter that highlights the work you have accomplished, offer some reflections of your experience, and a word of thanks for supporting SCA and your work. If you have pictures or drawings of your field work to include that would be a great addition. Our partners and donors really enjoy hearing directly from members, and it is a great way for them to learn about the important work you are doing in the field.

Please use the salutation *Dear Friend of SCA* to begin your letter. Please **handwrite and return your Letter of Reflection at least two weeks prior to the completion of your internship so that we may share it with an SCA supporter.**

You will find links to the following on [thesca.org](http://thesca.org):

- Letter of Reflection stationery template. Please **handwrite** your letter on this stationery. Don't worry, if you don't have access to a printer please use a blank 8.5x11 sheet of paper.
- Sample letters so you can see what other members have written in the past.

Please be sure to include your full name and internship location with your letter so we know who wrote the letter. Return your hand-written letter of reflection to:

**Kimberly Hodgdon**  
**SCA National Conservation Center**  
**Attn: Letters of Reflection**  
**689 River Road**  
**Charlestown, NH 03603**

Thank you again for your work and for helping to maintain this time honored and much appreciated SCA tradition!

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