



**City of Phoenix Office of Arts and Culture**  
ArtCorps Student Worker Program  
Supervisor Letter of Acknowledgement Template

**Overview of Document**

To assist individuals in applying for the [ArtCorps student worker program](#), the following document provides a communication template that can be used to request a simple letter of acknowledgment from supervisors. Please feel free to edit and modify the document for your own voice and needs.

Once you receive confirmation from your supervisor, all you'll need to do is upload a copy of the email in the application as a simple screenshot or pdf. If you have any questions, contact the Phoenix Office of Arts and Culture at 602.262.4637 or [arts.culture@phoenix.gov](mailto:arts.culture@phoenix.gov).

**Communication Template**

**Subject:** Permission to Host Student Worker

**Body:**

Dear [Your Supervisor],

How are you? The City of Phoenix Office of Arts and Culture has just open applications for a [new student worker program](#) and I wanted to request your permission to apply for the program and to host a **student worker for Spring 2023**.

To provide some background and key details, the intern would work around 400 hours between January 1 and May 30, 2023 for \$16/hr (around 20 hours a week). As the supervisor, I'd be spending around 5 hours a week managing the intern. As an organization, we would receive a \$1,600 administrative stipend to offset equipment and other costs. Applications will be selected in late August. Interviews would be conducted in September and October. Positions would be filled by November. More details about the program can be found at <https://www.phoenix.gov/arts/grants-program/artcorps>.

Needless to say, I think this would be a great opportunity for me to advance my professional skills, gain critical supervisory experience, and increase the capacity of our organization to advance special projects and initiatives. [If there's a specific project or initiative you have in mind, you can provide more details about it here.]

If you approve the application, all you need to do is reply to this email with a simple confirmation. Just let me know if there are any questions I can answer or anything further I can speak to. Thank you so much for the consideration, talk to you soon!

<https://www.phoenix.gov/arts/grants-program/artcorps>