VARSKY LETTER IN
COMMUNITY SERVICE

2019/2020 School Year

United Way of Olmsted County partners with Olmsted County high schools to recognize and reward students for their volunteer efforts in the community. Students who volunteer 145 or more hours of service in a year can earn their school varsity letter, the same as those earned by athletes and musicians.

Applicants must meet the following basic qualifications:

- Be a student in grades 9-12 in an Olmsted County school
- Complete at least 145 hours of community service from October 1, 2019 to September 30, 2020
- Must have at least 50 hours of non-school related volunteering (i.e. a nonprofit or civic service setting)
- Must have at least one school related activity (no hour requirement)
- All volunteer activities and hours must be verifiable with volunteer supervisor contact information provided
- Meet the “Student in Good Standing” qualifications

Application requirements:

- No staples
- MUST be legible and written in pen or typed (no pencil)
- Make a copy of your entire application for your future reference
- Your application must be RECEIVED by October 2, 2020
  (Applications may be mailed, delivered in person or emailed and must be legible)

All the hours you have earned since October 1, 2019 count toward your final completed hours.

VISIT US ONLINE FOR A FULL LIST OF REQUIREMENTS, INSTRUCTIONS, HELPFUL HINTS & FAQ’s AT www.uwolmsted.org/vlcs OR CALL (507) 535-5502 FOR MORE INFORMATION.
First Name: ___________________________  Last Name: ___________________________

Name Pronunciation: ___________________________  (Include first & last name, i.e. Jane Doewirth = Jayne Doe-Worth)

Mailing Address: ___________________________  City: ____________  Zip: _________

Phone: (___) _____________  Email: __________________________________________

High School: ___________________________  Expected Graduation Year: ___________

Please choose one of the following options:

☐ I have previously received my Varsity Letter in Community Service
☐ I have previously received my Varsity Letter for a different activity
☐ I have never received my High School’s Varsity Letter for any activities

How many hours did you volunteer?

___Total number of hours served through school-related activities (at least one activity)
+ ___Total number of hours served outside of school related activities (at least 50 hours)
= ___Total number of hours served between 10/01/19 and 9/30/20 (Must be at least 145 hours)

Student Agreement:
I attest that I performed the documented hours of community service included in the attached verification forms and met all the qualifications as outlined by United Way of Olmsted County website. To my knowledge, these hours are valid and count toward my earning the Varsity Letter in Community Service.

Student Signature: ___________________________  Date: ___________________________

Parent/Guardian Agreement:
I hereby assign to United Way of Olmsted County all rights to video and audio recordings and all photographs of my child made in connection with Varsity Letter in Community Service activities. I hereby authorize editing, duplication, reproduction, copyright, exhibition, broadcast and/or other use and distribution of such recordings or quotations for purposes deemed suitable by United Way of Olmsted County. I also waive any right to approve or disapprove the finished products.

Parent/Guardian First and Last Name: ______________________________________________________________

Parent/Guardian Signature: ___________________________  Date: ___________________________

*We would also like the opportunity to keep you informed of our programs, and would like to add you to our confidential mailing list. If you prefer not to be added please check the box.  ☐ Please DO NOT contact me

Email: __________________________________________  ☐ United Way of Olmsted County Newsletter

MUST BE LEGIBLE IN INK OR TYPED TO BE PROCESSED

Page 1 of 5
This form MUST BE completed and returned WITH your application in order for it to be considered complete.

United Way of Olmsted requires students earning their Varsity Letter in Community Service to be in good standing with the school they attend. Students receiving their letter must meet the same academic requirements and eligibility guidelines as other Varsity Letter recipients as they are set forth by their school.

The academic eligibility check must be completed by the student’s guidance counselor.

By signing this form, the student and staff member agree that the student listed below:

- Meets the “student in good standing” as set forth by your high school
- Has accumulated within at least one credit of the required number of credits for their specific year. (i.e. If the required number for freshman year is 6, a student must have at least 5)
- Has neither been suspended from school, or had a chemical violation
- Has two or less unexcused absences

*It is important to remember: This may take a few days to process. Do not wait until the last minute to get this form signed. Please complete the following form and return it with your Varsity Letter in Community Service application. We will not be able to process ANY application without a signed eligibility form. If you neglected to get this form signed and fear your application will not be accepted, please call us at 507-287-1533. We cannot accept a transcript in lieu of this form.*

| Student Name (Print): | _______________________________ |
| School: | _______________________________ |

I verify that, as of (dd/mm/yyyy) __________, the above listed student meets the student in good standing requirements as set forth by (school name) __________.

| Staff Member Name (Print): | _______________________________ |
| Staff Phone Number: | (__) __________________ |
| Staff Signature: | _______________________________ |
| Student Signature: | _______________________________ |
VARSITY LETTER IN COMMUNITY SERVICE
COMMUNITY SERVICE VERIFICATION FORM
Deadline October 2, 2020

A copy of this form must be completed for EACH Agency/organization/school/club for which you have performed service, so duplicate this page as necessary.
(i.e. only one form is needed with the total # hours spent with Key Club)

____________________________________________________  ________________________________
Student Name: __________________________________________ Hours Completed with this Group/Opportunity: _____
Organization, club or school name that you volunteered with:

This opportunity is:  □ School related  □ Non-school related (outside of school activities)

When did you volunteer? Dates must fall between 10/1/2019 & 9/30/2020
□ Ongoing Volunteering * ___________________________  □ One-time volunteer* ___________________________
*Please list time frame  *Please list specific date

Brief description of volunteer work you performed: (You may attach additional sheets if this space is not adequate)

____________________________________________________  __________________________________________
____________________________________________________  __________________________________________
____________________________________________________  __________________________________________

VERIFICATION CONTACT INFORMATION (Please PRINT all information clearly)
Please provide the following supervisor contact information. Be sure to tell them that a United Way volunteer will be
contacting them in October/November to verify your hours. If we cannot reach your supervisor/advisor to verify your
hours we will be unable to process your application but will contact you for additional information. We recommend
including multiple contact methods to ensure we are able to fully process your application.

Adult Supervisor First and Last Name: ___________________________________________________________
Organization/Agency/Club Name: __________________________________________ Title: ______________________
Email: __________________________________________________________
Work Phone: (___) _________________  Cell Phone: (___) _________________
Home Phone: (___) _________________
Best day and time to be contacted: __________________________________________________________
VARSITY LETTER IN COMMUNITY SERVICE
APPLICATION CHECK LIST

This checklist is to help you ensure that your application is complete. It does not need to be included with your application.

Please don’t hesitate to contact us with any questions about your volunteer work and how to count it at http://www.uwolmsted.org/vlcs or 507-535-5502.

☐ I have included the student information page of the application with my signature and the signature of my parent/guardian

☐ I have included a completed student in good standing agreement form with my guidance counselor’s signature

☐ I have included verification forms documenting all of my volunteer work that I’d like considered for this award

☐ I have included a signed verification letter from each volunteer supervisor verifying volunteer hours (encouraged)

☐ I have made a copy of my application for my future reference

☐ I am confident that my documented volunteer work is not being counted for graduation or class requirements

☐ My volunteer work meets the guidelines as outlined on the front page

☐ I have at least one school-related volunteer activity & at least 50 of my total hours are with non-school related activities

☐ My application will be received by United Way by October 2, 2020

MUST BE LEGIBLE IN INK OR TYPED TO BE PROCESSED
Page 4 of 5
This page is optional and only supplied to help you keep track of your hours.

This form **does not need** to be turned in with the rest of your application. It is intended to help you track your volunteer hours and may be duplicated as needed. An example is included in the first line. **All of your service hours must occur between October 1, 2019 and September 30, 2020.**

**Student Name**

<table>
<thead>
<tr>
<th>Date</th>
<th>Service Opportunity</th>
<th>Advisor/Supervisor Name</th>
<th>Number of hours</th>
<th>Hours related to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Austin High School Special Ed Classroom</td>
<td>Danielle Malmgren</td>
<td>2</td>
<td>X</td>
</tr>
</tbody>
</table>
VARSITY LETTER IN COMMUNITY SERVICE – 2019/2020

Full list of Requirements and Guidelines

REQUIREMENTS

• Be a student in grades 9-12, attending a school in Olmsted County during the 2019/2020 school year. Home-schooled students affiliated with a school district are also eligible to apply.
• Complete at least 145 hours of community service from October 1, 2019 to September 30, 2020. If you have already completed service within those dates YOU CAN COUNT IT as long as you can document it accurately and you provide your supervisor’s contact information.
• At least 50 of your 145 (or more) hours MUST be in a non-school related activity unaffiliated with your high school (i.e., community organization, church group, Boy Scouts, etc.)
• You must have at least one school-related volunteer activity (i.e., National Honors Society, Key Club, peer tutoring, campus clean-up, etc.). There is no hour requirement for this.
• You must submit your Community Service Verification forms for each service opportunity/group with your application.
• Meets the “student in good standing” as set forth by your high school.
• Your application must be RECEIVED by October 2nd, 2020.

GUIDELINES

The requirements state that I have to complete at least 50 hours in a “non-school activity”. What type of volunteer work counts as a non-school activity?

Volunteer work must be completed with a non-profit organization with a 501 (c) 3 status, faith organization, or governmental agency. Listed below are just a few ideas; there are many ways to volunteer in your community. If you have further questions or need ideas, please visit: volunteer.uwolmsted.org.

Non-school Examples:
• Gift shop clerk or assist patients at Mayo Clinic or St. Mary’s Hospital (minimum 1 year commitment)
• Stocking and distributing food at a food bank
• Mentoring a child through a youth serving organization or elementary/middle school
• Environmental restoration work through a local non-profit
• Friendly visiting with a senior or chore work for an elder person

If you’re uncertain about whether volunteer work you’re doing could be counted towards the Varsity Letter in Community Service, please call 507-287-1533 to verify before you start.

The requirements state that I have to complete at least one “school activity”. What type of volunteer work counts as a school activity and how many hours do I need?

The following is a list of activities that can be done in school. These are just a few ideas and this is not a complete list. If you are uncertain if an activity counts, please contact us:
• Participating in a community service project through a school club (National Honor Society, Key Club etc.)
• Assisting a teacher before, during or after school or during the summer (not a family member)
• Volunteering with a parent organization within the school or school district
• Assisting at sporting events, concerts, theater productions (if not required for a class)
• Tutoring peers through a school tutoring program (If tutoring hours are performed, please list the school contact that can verify, not the tutee or their parent.)

There is NO hour requirement for school-related activities. Sometimes work done through a school group can be counted as school related OR non-school related work if the work was done with an outside organization (i.e. Key Club participating in Relay for Life). You may count the hours where you need them.

1. Who should I list as my supervisor?
Your advisor is the adult supervisor, mentor or advisor that has supervised your volunteer work and can verify
that you volunteered with their group or organization. You MAY NOT list a student or peer as your contact supervisor.

2. **I volunteered on a mission trip through my church, how do I count these hours?**
   If you volunteer on a mission trip or other volunteer vacation, the hours are calculated as follows:
   
   During the school year: no more than 10 hours per day  
   During the summer: no more than 15 hours per day

   If you have documentation proving that you served more than these hours per day, you may submit it with your application and will be credited with these hours if we are able to verify them with your provided contact.

3. **I volunteered as a camp counselor, how do I count those hours?**
   If you volunteer as a camp counselor, the hours are calculated as follows:
   
   During the school year: no more than 10 hours per day  
   During the summer: no more than 15 hours per day

   If you have documentation proving that you served more than these hours per day, you may submit it with your application and will be credited with these hours if we are able to verify them with your provided contact.

4. **I have to complete community service hours so that I can graduate. Can I count these hours?**
   Any community service or volunteer hours done to meet a graduation requirement DO NOT count.

5. **I have to complete community service hours for a class. Can I count these hours?**
   Any community service or volunteer hours done as a class requirement DO NOT count.

6. **Can I count my time helping with yard work or house work?**
   Any yard work or house work performed with a non-profit CAN be counted for this award. In cases where you are assisting an individual on your own, be a person in need, not related to you or living in the same household, and the work must be unpaid.

7. **I volunteered with a local company but wasn't paid for my work. Can I count these hours?**
   Unfortunately, no you cannot. If the company is not a non-profit organization we cannot count these hours. This includes many childcare facilities that are not non-profit organizations. Be sure to check with the organization you are volunteering with ahead of time to ensure they meet the guidelines.

8. **Who do I contact for more information?**
   Amy Wilfahrt, United Way of Olmsted County, amyw@uwolmsted.org, 507-535-5502

**HELPFUL HINTS**

- Remember to track your volunteer hours as you perform them.
- Use the checklist provided in your application to ensure your application is complete.
- Remember that United Way of Olmsted County must receive your application by October 1, 2020.
- Remember to remind your volunteer supervisors that you have applied for this award and that someone will be contacting them from United Way of Olmsted County.
- For volunteer work spent with one group or organization you only need to complete one verification form summarizing all of your volunteer work for the timeframe.