

# VARSITY LETTER IN COMMUNITY SERVICE – 2015/2016



## Full list of Requirements and Guidelines

### REQUIREMENTS

- Be a student in grades 9 -12, attending a school in Olmsted County during the 2015-2016 school year. Home-schooled students affiliated with a school district are also eligible to apply.
- Complete at least 145 hours of community service between October 1, 2015 to September 30, 2016. *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.
- You must meet the standards for the Student in Good Standing Agreement.
- Your application **must be RECEIVED by October 1<sup>st</sup>, 2016.**

### 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](http://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 507-529-4831 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?**

Kris Brewer, United Way of Olmsted County, Krisb@uwolmsted.org, 507-529-4831

Mayo High School, Lynn Garry, LYGARRY@rochester.k12.mn.us, 507-328-5577

## **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, 2016.
- 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.