

VLCS Online Application Quick Reference Guide

1. Navigate to the VLCS Online Application:

<https://uwolmsted.communityforce.com/>

2. Click on 'Varsity Letter in Community Service'

Grants: 1 / My Results: 1

Varsity Letter in Community Service

Begin Accepting Applications Date: 8/01/2023 12:00 AM Deadline Date (CST Time Zone): 3/01/2024 11:59 PM

View Details Apply

Go to Page 1 Page 1 of 1 All Records per Page

3. Click on the 'Apply' button (off to the right-hand side)

Application Fund Details

Return to Search List

Varsity Letter in Community Service

Brief Description:
Apply to join the Varsity Letter in Community Service Program!

Description:
Through the Varsity Letter in Community Service (VLCS) program, United Way of Olmsted County partners with Olmsted County high schools to recognize and reward students for their volunteer efforts in the community. High school students who volunteer 100 hours in one year can earn their school varsity letter, the same as those earned in academics, arts, athletics, etc. With 52 weeks in a year, that is equivalent to about 2 hours per week

Begin Accepting Applications Date: 8/01/2023

Deadline Date (CST Time Zone): 3/01/2024 11:59 PM

Apply

4. If you are new to the Community Force site, you will need to 'Create New Account'

- a. If you have already created an account, simply log in with your email and password, or click the Forgot Password? link and follow the steps to reset.

Login

Email

Please enter Username

Password

Please enter the Password

Forgot Password?

Login Cancel

Create New Account

Welcome to United Way of Olmsted County Grants Site.

New Applicants:

To begin a new application click the "Create New Account" button below. Your account will be created and tied to your email address.

Existing Applicants:

Enter your Username and Password to complete the application. (This is your email address and password used to set up your account.)

Forgot Password:

Click on "Forgot Password" and enter your Email address to reset the password. An email will be sent to you to reset your password. After you reset your password another email will be sent to confirm the change.

5. Fill in your account information and click 'Submit' at the bottom of the screen

Registration

Please provide the information requested below to create your user account. Be sure to remember your login email address and password for future use. Once you have registered, you may return to the system at any time to begin or complete an application.

* Organization :

* First Name :


* Last Name :

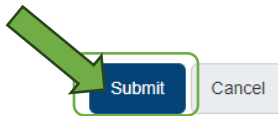
* Cell Phone :

* Login Id (Email Format) :

* Password :

* Confirm Password :

Image Verification : I'm not a robot  reCAPTCHA
Privacy · Terms



6. Once you have logged in to the VLCS Online Application, you will come to the following screen:

My Applications / Varsity Letter in Community Service

Deadline for Submission || 3/01/2024 11:59 PM (CST)

[Import Responses From Existing Applications](#) [View Comments](#) [Preview Application](#) [Final Review and Submit](#)

VARSITY LETTER IN COMMUNITY SERVICE

HOW TO APPLY

- Start by filling out the "About Me" profile with your name, school, grade, and contact information. Complete **Applications will start to be accepted after October 1, 2023.**
- If you're new to VLCS, email Sonja at sonjas@uwolmsted.org so she knows you're interested!
- Each time you volunteer, either take a photo OR get your volunteer supervisor to sign a piece of organization letterhead. You'll upload it in the Volunteer Verification section. You can upload as many verification documents as you like throughout the year.
- In the Volunteer Verification section, list the name of each volunteer site, the number of hours you volunteered and complete the reflection questions. Then, upload your volunteer verification forms in the space allowed. Contact Sonja if you have more forms than upload slots available.
- Finalize your completed application: After you've completed your 100 hours of volunteering and have uploaded all of your forms, be sure to complete the **"Submit Completed Application"** section.
- Application Deadline: Submit your completed application by March 1, 2024**

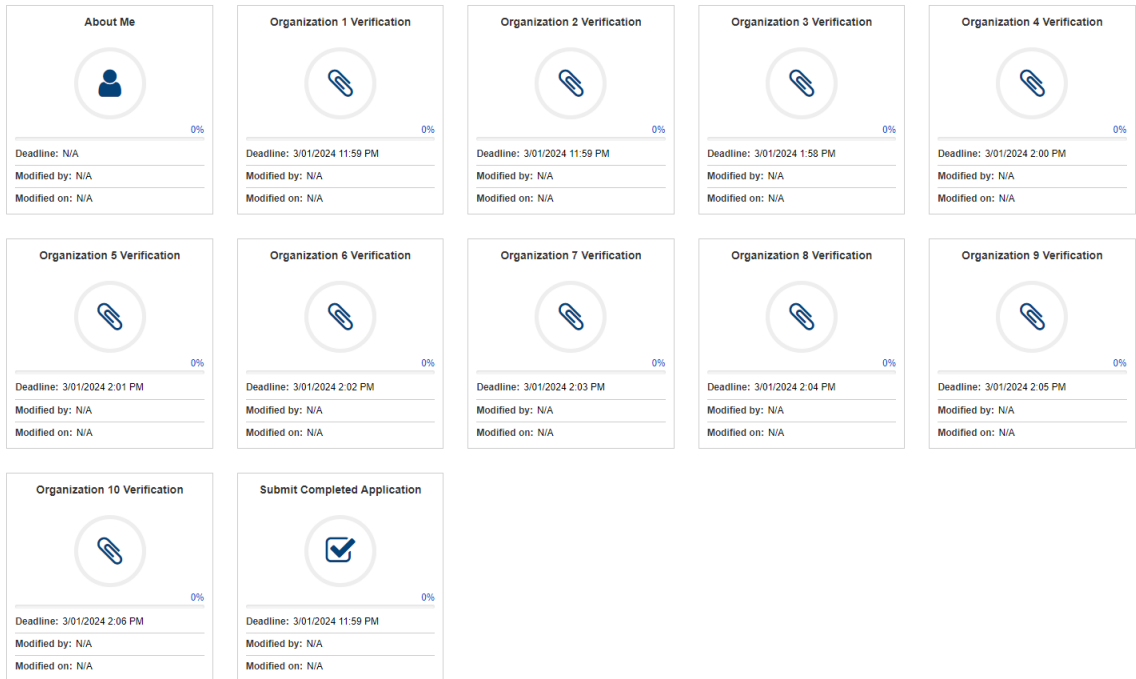
Applicants must meet the following basic qualifications:

- Be a student in grades 9-12 attending a school in Olmsted, Dodge, Fillmore, or Winona Counties during the 2023-2024 school year. Homeschooled students affiliated with a local school district are also eligible to apply.
- Complete at least 100 hours of community service from March 1, 2023 to February 29, 2024.
 - 60 hours must be completed locally
 - 40 hours must be non-school related volunteering
- All volunteer activities must be photographed or verified by the volunteer supervisor

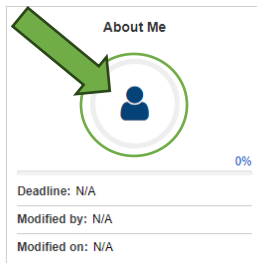
HELPFUL HINTS

- Remember to track your volunteer hours as you perform them.
- Use the optional checklist provided in your application to ensure your application is complete.
- Remember that United Way of Olmsted County must receive your application by March 1, 2024.

7. Scroll down and you will see 12 boxes (pictured below)

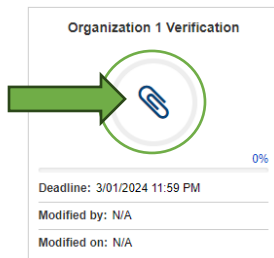


8. Click on the person icon in the middle of the first box titled 'About Me'



a. **About Me:** Here you will add in your personal information like- your name, address, optional demographic information and which school you attend

9. Click on the paperclip icon in the center of the following 10 boxes titled 'Organization Verification' to enter information about your Volunteer Experiences



a. **Organization Verification(s):** Here you will be asked to verify all 100 of your volunteer hours by:

1. Entering information about each of your experiences like- Agency name(s), date(s) and type of volunteer service.

2. Answering the three reflection questions about each of your volunteer experiences

3. **And** uploading either a photo or your verification document for each agency/organization you volunteered with

If you have questions about this section of the application, please email or call *Sonja* at United Way of Olmsted County for help:
sonjas@uwolmsted.org
 (507) 535-5509

Step-by-Step Organization Verifications

1. Enter in all of the information about your Volunteer Experience, including name of the agency/organization, the dates you volunteered, and the type of volunteer experience (school-based or non-school based)

Organization 1 Verification

Auto Save in 2:18

Stop Auto Save

*****REMEMBER TO SAVE YOUR WORK OFTEN!***** Community Force will log off users automatically after a few minutes of inactivity. Please remember to hit "Save" button at the bottom often.

Volunteering Verification:

You only need to submit one form/organization with the **TOTAL** number of hours that you volunteered with that group. Please contact Sonja at sonjas@uwolmsted.org if you have more verification forms than slots available below.

Volunteer Experience 1



*Name of Volunteer Agency

*When did you volunteer?

*Start Date of Volunteer Service

  
Please click on the calendar icon to enter date in (mm/dd/yyyy e.g., 09/08/2023 format).

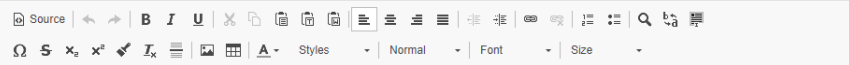
End Date of Volunteer Service

  
Please click on the calendar icon to enter date in (mm/dd/yyyy e.g., 09/08/2023 format).

*This opportunity is

2. Answer all three of the Reflection Questions by typing your answers directly into the open text boxes. *Maximum word count 100*

*Briefly describe the community service you performed (1-3 sentences)

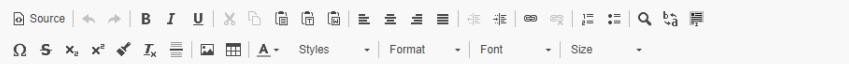


Type your answers to the reflection questions directly into these open text boxes

Words: 0

Note: Special character "<" is not allowed.
Word count for this field needs to be less than 100

*What have you learned about yourself through this volunteer experience? (1-3 sentences)

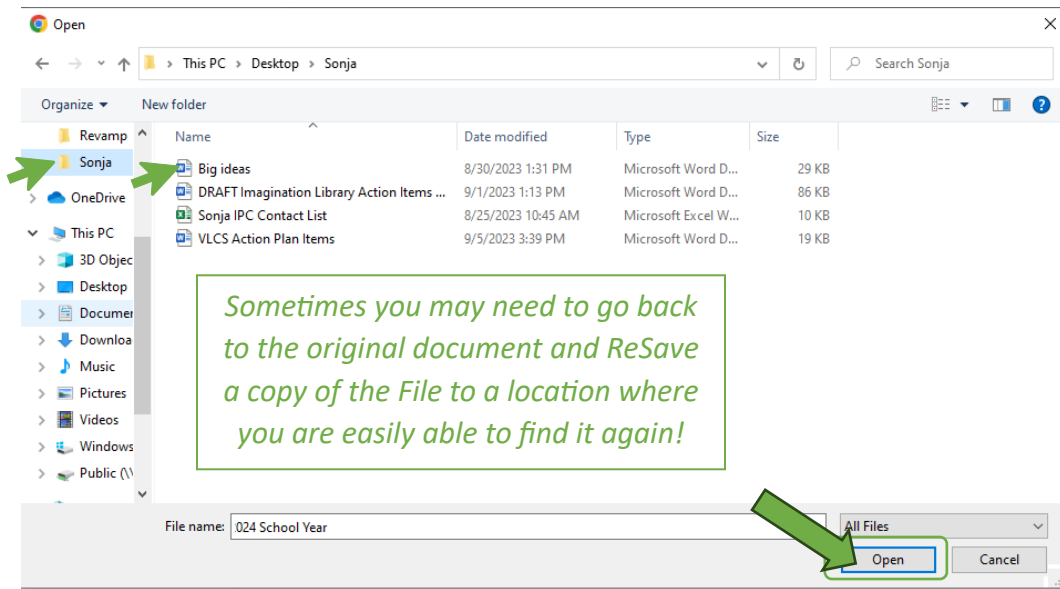


Type your answers to the reflection questions directly into these open text boxes

3. Upload either a photo of your volunteer experience **OR** a piece of organization letterhead signed by the volunteer supervisor
 - a. Click **'Browse'**

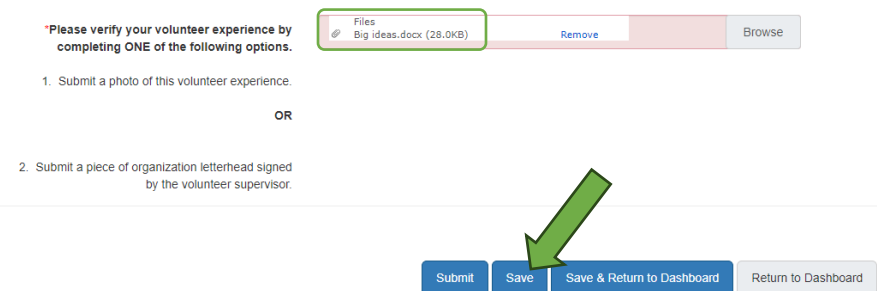


- b. Search for the File (picture or document) you want to Upload
- c. Select it and Click 'Open'



4. The File should now be attached to your application. *Note: Only one upload per Verification Box.*
 - a. If you need/want to upload more than one, you can email additional documents to Sonja sonjas@uwolmsted.org or use an additional Verification Box.
5. When you are finished, remember to click **'Submit'** or **'Save!'**

Also remember to Save your work FREQUENTLY while you are working on your Varsity Letter application!



Submitting your VLCS Online Application

1. Ensure you have correctly and accurately documented and otherwise completed all 100 hours of your Volunteer Experiences and Verifications. **You are able to enter up to 10 verifications using the online application. You do not necessarily need to have completed all 10.**
 - a. Depending on your Volunteer Experience Hours, you may only need to use 3 of the 10 Organization Verification Boxes!
 - b. If you have **more than 10** Volunteer Experiences to submit, you can email the additional verifications to United Way of Olmsted County [sonjas@uwolmsted.org] using the same format as you did on your online application (i.e. basic information, 3 reflection questions and a photo or signed documentation).
2. Choose which Varsity Letter (First Year, Second Year, etc.) this will be for you from the drop-down menu.

Submit Completed Application

Auto Save 11/2/11

After you have completed the organization verifications for each volunteer experience, please answer these last questions and hit the "Submit" button. A United Way staff member will follow up with you.

*Please choose one of the following:

This will be my first Varsity Letter
This will be my first Varsity Letter
This will be my second Varsity Letter
This will be my third Varsity Letter
This will be my fourth Varsity Letter

*How many TOTAL hours did you volunteer in school based and non-school based activities?

3. Enter the total # of hours you volunteered *this letter year* (March 1st-Feb 28/29th)

*How many TOTAL hours did you volunteer in school-based and non-school based activities? (Note, this total should match the combined number of hours you've entered in each Organization Verification section.)

4. Sign and date your VLCS application.

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

Enter your name as "Sonja Sommerfeld" to Confirm your Electronic Signature.

Date of Student Signature

Please click on the calendar icon to enter date in (mm/dd/yyyy e.g., 08/08/2023 format).

5. Have your parent/guardian sign and date your VLCS application.

***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.

*Date of Signature

Please click on the calendar icon to enter date in (mm/dd/yyyy e.g., 08/08/2023 format).

6. Click 'Save', and when you're ready to, 'Submit' your final, completed application.

If you have any question(s) about whether your application was submitted, please email sonjas@uwolmsted.org