



United Way of Clallam County



Be a Super Hero

DEADLINE FOR APPLICATION IS April 1

Submit Your Application

By U.S. Mail:

United Way of Clallam County
Attn: Youth United
P.O. Box 937
Port Angeles, WA 98362

By Email:

christy@unitedwayclallam.org
or
tinasmithohara@portangelesschools.org

Questions?

Christy Smith (360) 457-3011
or
Tina Smith O’Hara (360) 565-3703

What to expect after you apply:

- You will be notified upon receipt of your application via email or phone **by 4/15**
- You will then be notified of your award status **no later than 4/30**
- Varsity Letters will be awarded at an award ceremony in late May and you will receive a formal invitation by mail and notification via email or phone.
- After the event, Varsity Letters will be **available for pick up** at the United Way office only and **cannot be mailed.**

YOUTH UNITED

Varsity Letter in Community Service

United Way of Clallam County in partnership with the Port Angeles School District, and others the will 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 registered in the Port Angeles schools as of September
- Complete at least 145 hours of volunteer service between the months of April 1st and March 31st
- Must have at least 50 hours of non-school related volunteering (i.e. a nonprofit or civic service setting)
- Must have at least 10 hours of school related activity
- All volunteer activities must be verifiable
- Meet the 2.0 GPA requirement or receive principal GPA requirement waiver

All the hours you have earned since April 1st count toward your final completed hours.

Visit us online for a full list of Requirements, Instructions, Helpful Hints & FAQ’s at www.unitedwayclallam.org or call (360) 457-3011 for more information.

Varsity Letter in Community Service

Student Application Information

Deadline for application April 1st



First Name: _____ Last Name: _____

Name Pronunciation: _____

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

High School: _____ Expected Graduation Year: _____

Mailing Address: _____ City: _____ Zip: _____

Preferred contact, please include all:

Cell Phone: () _____ Student Email: _____

Phone: () _____ Parent Email: _____

<p>Please choose one of the following options ::</p> <p><input type="checkbox"/> I have previously received my Varsity Letter in Community Service</p> <p><input type="checkbox"/> I have previously received my Varsity Letter for a different activity</p> <p><input type="checkbox"/> I have never received my High School's Varsity Letter for any activities</p>	<p>How many hours did you volunteer?</p> <p>_____ Total number of hours served through school-related activities (at least 10 hours)</p> <p>+ _____ Total number of hours served outside of school related activities (at least 50 hours)</p> <p>= _____ Total number of hours served between 4/01 and 3/31 (Must be at least 145)</p>
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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 Clallam County's 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 Clallam County all rights to video and audio recordings and all photographs of my child made in connection with 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 Clallam County. I also waive any right to approve or disapprove the finished products.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ **Date:** _____

Email: _____

**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

Varsity Letter in Community Service

Community Service Verification Form

Deadline for application April 1st



A copy of this form must be completed for each agency / organization / school / club for which you volunteer (e.g., only one form is needed with the total # hours spent with Key Club throughout the year)

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 4/1& 3/31*

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 only as much contact information as your supervisor wishes to share. Be sure to tell them that a United Way volunteer will be contacting them in April 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: _____

Organization: Title: _____

Email: _____ **Home Phone:** _____

Work Phone: _____ **Cell Phone:** _____

Best time/method to be contacted: _____

**If your supervisor would prefer to bypass this process, they can give you a signed letter on their organization's letterhead stating your volunteer efforts to be included in your application.*

Varsity Letter in Community Service

Academic Eligibility Form

Deadline for application April 1st



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

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

United Way of Clallam County requires that Varsity Letter in Community Service recipients maintain at least a 2.0 Grade Point Average (GPA).

The academic eligibility check must be completed by an appropriate staff member. In most schools this may be the athletic secretary. If you are unclear on whom this person is, please ask in the main office.

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 (360) 457-3011. We cannot accept a transcript in lieu of this form.*

Student Name (*Print*): _____

School: _____

I verify that, as of (*date*) , the above listed student meets the academic standards and good standing requirements as set forth by (*school name*) and the 2.0 GPA requirement set forth by United Way of Clallam County.

Staff Member Name (*Print*): _____

Staff Signature: _____

Contact Phone: _____

**a principal may waive the GPA requirement if he or she feels the student is making efforts toward improvement, but has not yet achieved the required 2.0 GPA for this award. To waive the requirement, simply write 'waive' somewhere in the signature box above.*

Varsity Letter in Community Service

Frequently Asked Questions



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?

- Farmer’s Market
- Stocking and distributing food at a food bank
- Community Events for a non-profit or fundraiser
- Environmental restoration work through a local non-profit
- Volunteering with a non-profit organization

These are just a few ideas; there are many ways to volunteer in your community. If you have questions about counting hours done in a non-school related activity, United Way at 457-3011.

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

The following is a list of activities that can be done in school:

- Participating in a community service project through a school club
- Assisting a teacher before/after school or during the summer
- Volunteering with a parent organization within the school
- Volunteering as a student athletic trainer
- Assisting at sporting events, concerts, theater productions

These are just a few ideas; there are many ways to volunteer in your school. If you have questions about counting hours done in a school related activity, contact United Way at 457-3011.

I volunteered on a mission trip through my church or volunteered as a camp counselor, how do I count these hours?

If you volunteer on a mission trip or as a camp counselor, the hours are calculated as follows:

- During the school year: 10 hours per day
- During the summer: 15 hours per day

If you have documentation proving that you served more 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.

Can I count hours from club or ASB meetings?

If you participate in a school club, you may count any hours that are spent **organizing and implementing a service project**. If you are in a club that uses meeting times to discuss other club business, you may not count those hours. Events such as district conventions or leadership workshops will not be counted.

I have to complete community service hours for a class or so that I can graduate, can I count these hours towards my Varsity Letter?

Yes, any community service or volunteer hours done to meet a graduation or class requirement **can be** counted towards your Varsity Letter in Community Service.

What are some of the other guidelines for qualifying service for the Varsity Letter Program?

- Hours performed for school sanctioned activities that are a requirement or expectation of a class may be counted toward the Varsity Letter Award. Time spent in activities that qualify toward another school Varsity letter may not be applied toward the Varsity Letter in Community Service.
- Work performed in a for-profit business or organization does not qualify, though there are few occasions when it will be accepted. Any work done for a for-profit business or organization must be pre-approved through the United Way of Clallam County office, before the work is started, if it is to be counted toward the Varsity Letter. Failure to pre-approve this time will automatically disqualify it for this award.
- Competitions do not qualify for volunteer service for this award.