

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 preformed: (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.*

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 (if not required for a class)
- Assisting at sporting events, concerts, theater productions (if not required for a class)

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 not 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.