

VARSITY LETTER IN COMMUNITY SERVICE

2023 - 2024 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 100 or more hours of service in a year can earn their school varsity letter, the same as those earned in academics, arts, athletics, etc.

Applicants must meet the following basic qualifications:

- Be a student in grades 9 -12, attending a school in Olmsted County during the 2023/2024 school year. Homeschooled students affiliated with the school district are also eligible to apply.
- Complete at least 100 hours of community service from March 1, 2023 to February 29, 2024.
- Must complete at least 60 hours locally (maximum of 40 hours performed outside of Olmsted County/SE Minnesota).
- Must complete at least 40 hours of non-school related volunteering (e.g. a nonprofit or civic service).
- All volunteer activities must be photographed or verified by the volunteer supervisor on organization letterhead.

Application Requirements:

- Please paperclip or enclose materials in envelope (no staples).
- Must be legible and written in pen or typed (no pencil).
- Your application must be RECEIVED by March 1, 2024 (applications may be mailed, delivered in person, uploaded in google drive, or emailed).
- All volunteer hours you have completed since February 29, 2023 count toward your final completed hours.

What to expect after you apply:

- You will be notified upon receipt of your application via email or phone by 3/08/24.
- You will then be notified of your award status by 4/1/24.

Submit materials to:

United Way of Olmsted County
C/O: Vangie Castro (VLCS)

903 W Center St Suite 100 Rochester, MN 55902



Scan to Apply



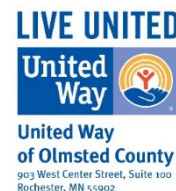
**DEADLINE FOR APPLICATION IS
MARCH 1, 2024**

For Questions Please Contact:
Vangie Castro
507-535-5509
vangiec@uwolmsted.org
<http://www.uwolmsted.org/vlcs>



OFFICE USE ONLY:
LCS# _____
WS# _____
CALLS: _____

VARSITY LETTER IN COMMUNITY SERVICE APPLICATION



Deadline March 1, 2024

First Name: _____ Last Name: _____
Mailing Address: _____ City: _____ Zip: _____
Phone: (____) _____ Email: _____
Expected Graduation Year: _____ High School: _____

Please choose one of the following options:

- The Varsity Letter in Community Service would be my first Varsity Letter.
- I have previously received (1 | 2 | 3) Varsity Letters in Community Service.
- I have previously received a Varsity Letter for a different activity (academics, arts, athletics, etc.).

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 40 hours)
- = _____ **Total number of hours served between 3/01/23 and 2/28/24 (at least 100 hours)**

Student Demographics:

As a part of our ongoing efforts to advance diversity, equity, and inclusion within United Way and the communities we serve, we are requesting that all Varsity Letter in Community Service applicants share race and ethnicity demographics to help UWOC better understand the racial and ethnic makeup of our community volunteers. You are not required to complete the following two questions, nor is it a condition of approval for the Varsity Letter in Community Service program.

1. What best describes your race? (select all that apply)

- Asian, Pacific Islander, or Native Hawaiian
- Black, African, or African American
- Native American, American Indian, or Indigenous
- White or Caucasian
- Multi-Racial
- Another Race
- Prefer not to disclose

2. What is your ethnicity? (select one)

- Hispanic or Latino/a
- Non-Hispanic or Non-Latino/a
- Prefer not to disclose

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.

Student Signature: _____ **Date:** _____

Parent/Guardian Agreement:

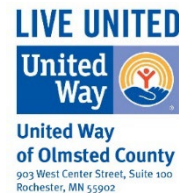
I hereby assign to United Way of Olmsted County all rights to video and audio recordings and all photographs of my child made in connection with Varsity Letter in Community Service activities. I hereby authorize editing, duplication, reproduction, copyright, exhibition, broadcast and/or other use and 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 Printed: _____

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

VARSIY LETTER IN COMMUNITY SERVICE APPLICATION CHECK LIST

*** OPTIONAL ***



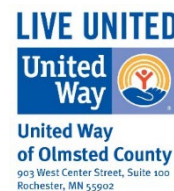
This checklist is to help you ensure that your application is complete. This does not need to be included with your application.

Please don't hesitate to contact us with any questions about your volunteer work and how to count it at <https://www.uwolmsted.org/vlcs> or 507-535-5509.

- I am a student in grades 9 -12, attending a school in Olmsted County during the 2023/2024 school year, or a homeschooled student affiliated with the school district
- I included the student information page of the application with my signature and the signature of my parent/guardian
- I included paper OR electronic verification forms (**page 6** of application OR [Online Form](#)) documenting all of my volunteer work that I would like considered for this award
- All of my volunteer activities are photographed or verified by the volunteer supervisor on organization letterhead (attached or [uploaded electronically](#))
- I completed at least 100 hours of community service from March 1, 2023 to February 29, 2024
- I have at least one school-related volunteer activity
- At least 40 of my total hours are non-school related volunteer activities with one or more non-profit organizations with 501(c)(3) status
- At least 60 of my total hours are local (completed in Olmsted County/SE MN).
- 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

VARSITY LETTER IN COMMUNITY SERVICE

FREQUENTLY ASKED QUESTIONS



1. The requirements state that I must complete at least 40 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. Listed on page 3 are just a few ideas; there are many ways to volunteer in your community. If you have further questions or need ideas, please visit Get Connected at: <http://volunteer.uwolmsted.org/>

If you're uncertain about whether volunteer work you're doing could be counted towards the Varsity Letter in Community Service, please email vangiec@uwolmsted.org or call 507-535-5509 to verify before you start.

2. The requirements state that I have to complete at least one “school activity”. What types of volunteer work count 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, not a complete list. If you are uncertain if an activity counts, please email vangiec@uwolmsted.org or call 507-535-5509 to verify before you start.

- *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*
- *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 volunteer supervisor as the contact, not the tutee or the tutee's parent/guardian).*

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. For example, if the work was done with an outside organization (e.g. Participating in Relay for Life as a Key Club member), you may count the hours where you need them.

3. 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.

4. I volunteered on a mission trip through my church, how do I count these hours?

The Varsity Letter in Community Service program targets volunteering locally in or near Olmsted County. 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 10 hours per day
No more than 40 hours total outside Olmsted County.

5. I volunteered as a camp counselor; how do I count those hours?

The Varsity Letter in Community Service program targets volunteering locally in or near Olmsted County. 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 10 hours per day

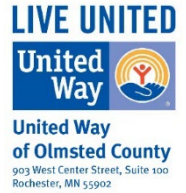
No more than 40 hours total outside Olmsted County.

- 6. 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.
- 7. I must 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.
- 8. Can I count my time helping with yard work or housework?**
Any yard work or house work performed with a non-profit (such as Family Service Rochester's Neighbors Helping Neighbors program) CAN be counted for this award. In cases where you are assisting an individual on your own (not related to you or living in the same household) please photograph the experience and include Amy Wilfahrt, Advocacy & Engagement Coordinator at United Way of Olmsted County, as your Volunteer Supervisor for that verification form.
- 9. 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 nonprofit organization, we cannot count these hours. This includes many childcare facilities that are for-profit organizations. Be sure to check with the organization you are volunteering with ahead of time to ensure they meet the guidelines.
- 10. Who do I contact for more information?**
Vangie Castro, Impact Program Assistant at United Way of Olmsted County.
Email: vangiec@uwolmsted.org. Phone: 507-535-5509.

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.
- For volunteer work spent with one group or organization, you only need to complete one verification form (paper or electronic) summarizing all of your volunteer work for the timeframe.

VARSITY LETTER IN COMMUNITY SERVICE VOLUNTEER HOUR VERIFICATION



Deadline March 1, 2024

A copy of this paper form OR [Online Form](https://forms.microsoft.com/r/3qqSHeC0AW) or (<https://forms.microsoft.com/r/3qqSHeC0AW>) must be completed for EACH agency (nonprofit organization, school, or club) for which you volunteered. For paper forms, duplicate this page as necessary. For Google Forms, submit the electronic form as many times as necessary. (i.e. Submit one form with the total # of hours spent with Key Club).

Student Name: _____ Total # of volunteer hours with this agency: _____

Name of volunteer agency (nonprofit organization, school, or club): _____

Name and Title of Volunteer Supervisor: _____

*Vangie Castro, Impact Program Assistant, serves as your Volunteer Supervisor for United Way.

When did you volunteer? (Date(s) must fall between 03/01/2022 & 02/29/2024)

Ongoing volunteer _____
Please list time frame

One-time volunteer _____
Please list specific date

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

This volunteer opportunity supports: Education Health Financial Stability Other: _____

Briefly describe the community service you performed.

What have you learned about yourself through this volunteer experience?

What have you learned about your community through this volunteer experience?

Please verify your volunteer experience by completing ONE of the following options.

1. Submit a photo of this volunteer experience.
OR
2. Submit a piece of organization letterhead signed by the volunteer supervisor.

To submit your photo(s) or letterhead(s), please

1. Attach to your paper application **OR**
2. Email to Vangie Castro at vangiec@uwolmsted.org **OR**
3. Upload electronically to the [VLCS Verification Google Folder](https://drive.google.com/drive/folders/1XdfDVakXJy_Z5RWX25NtrbAvEjAfQrVT?usp=sharing)
https://drive.google.com/drive/folders/1XdfDVakXJy_Z5RWX25NtrbAvEjAfQrVT?usp=sharing