



**Applications Must  
be Received by  
May 15, 2020**

### Submit materials to:

Varsity Letter in Community Service  
C/O United Way of the Blue Mountains  
PO Box 1134  
Walla Walla, WA 99362

### Questions?

Contact: Christy Lieuallen or  
Monica Boyle  
509.529.1183  
monica@uwbluemt.org  
<http://www.bluemt.org>

# Varsity Letter in Community Service

## 2019-2020 School Year

### Application requirements:

- **Must meet the award requirements outlined online. Full list of requirements and eligibility is available at <http://www.unitedwayww.org/content/varsity-letter-community-service>**
  - No staples; no cutting & pasting
  - Academic Eligibility form required
  - MUST be legible and written in pen or typed
  - Make yourself a copy of your entire application for your future reference
  - Your application must be **RECEIVED** by May 15, 2020 Applications may be mailed, delivered in person or faxed (must be typed to be faxed)
  - The award is available to High School (grades 9-12) students who complete 145 hours of community service in the 2019- 2020 school year

### What to expect after you apply:

- You will receive confirmation that we received your application via email by 5/15/20- if you do not hear from us by this date please call.**
- Verifications are made in May and you will be notified of your award status **no later than 5/31/20**
- The awards will be **available for pick up** at the United Way office only and **cannot be mailed.**

# Varsity Letter in Community Service



## APPLICATION CHECK LIST

Please don't hesitate to contact us with any questions about your volunteer work and how to count it at <http://www.uwbluemt.org/content/varsity-letter-community-service> or 509.529.1183

We have a list of requirements available on our website at: <http://www.uwbluemt.org/content/varsity-letter-community-service> to assist you in preparing your application.

- I have included the student information page of the application with my signature and the signature of my parent/guardian.
- I have included a completed academic eligibility form (Remember to get this completed before/during Spring Break).
- I have included verification forms documenting all of my volunteer work that I'd like verified and included for this award.
- 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.
- My volunteer work meets the guidelines as outlined on the United Way website: <http://www.uwbluemt.org/content/varsity-letter-community-service>
  - I have at least one school-related volunteer activity and at least 15 of my total hours are with non-school related activities
- I have let my volunteer supervisor(s) know that a United Way volunteer will be contacting them in April to verify my work (unless they have provided an adequate letter on letterhead).
- My application will be received by United Way by May 15th, 2020.

FOR OFFICE USE ONLY:

LCS # \_\_\_\_\_

WS # \_\_\_\_\_

**Letter in Community Service**  
**Application Deadline May 15, 2020**



**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Name Pronunciation:** \_\_\_\_\_  
(Include first & last name, i.e. Jane Doe Worth = Jayne Doe-Worth)

**High School:** \_\_\_\_\_ **Expected Graduation Year:** \_\_\_\_\_  
(If attending Junior High School, please indicate both current Junior High and expected High School)

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Primary Email:** \_\_\_\_\_

**Secondary Email:** \_\_\_\_\_  
(ALL NOTIFICATIONS WILL BE SENT TO THESE ADDRESSES- we encourage you to list yours and your parent/guardian's)

**Years Awarded:**

Please circle one:

This is my: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>  
Varsity Letter in Community Service

**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 the Blue Mountains 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 attest that my child performed the documented hours of community service included in the attached verification forms and met all the qualifications as outlined by United Way of the Blue Mountains website. I hereby assign to United Way of the Blue Mountains 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 the Blue Mountains. I also waive any right to approve or disapprove the finished products.

**Parent Name:** \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Da \_\_\_\_\_



## Letter in Community Service

### ACADEMIC ELIGIBILITY

This form must be completed and returned with your application in order for it to be considered complete. Please remember to complete this form before Spring Break or during Spring Break.

United Way of the Blue Mountains 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 the same academic requirements and eligibility guidelines as other Varsity Letter recipients as they are set forth by their school.

United Way of the Blue Mountains 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.

Remember: Do not wait until the last minute to get this form signed. This may take a few days to process. 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 509.529.1183. 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 the Blue Mountains County. Staff Member Name**

**Print Staff Name:**

**Signature:**

**Contact:**

**Phone:**

# Letter in Community Service

## COMMUNITY SERVICE VERIFICATION FORM

Copies of this form must be completed for each agency/organization/school/club for which you have performed service. Only one form is needed per supervisor for total hours spent with that supervisor. You will only receive credit for the number of qualifying hours we are able to verify.

Student Name:

Number of hours to verify:

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? Only include hours between 4/1/2019 & 3/31/2020- please list a date(s) or date range:

In a few words describe your volunteer work for this activity:

Verification Contact Information (Please PRINT all information clearly)

We recommend including multiple contact methods to ensure we are able to fully process your application.

\*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 along with this page. This letter must meet all the verification letter guidelines as stated on the United Way website to be accepted and an example is available at

<http://www.uwbluemt.org/content/varsity-letter-community-service>

Adult Supervisor:

Organization:

Title:

Email:

MUST INCLUDE AT LEAST ONE PHONE NUMBER

Work Phone:

Cell Phone:

Home Phone:

Best time/method to be contacted:

# Letter in Community Service

## COMMUNITY SERVICE LOG SHEET



This page is optional and only supplied to help you track your hours.  
 This form does not need to be turned in with the rest of your application. It is intended to help you track your volunteer hours and may be duplicated as needed. An example is included in the first line. All of your service hours must occur between April 1, 2019 and March 31, 2020.

**Student Name**

Date	Service Opportunity	Advisor/Supervisor Name	Number of hours	Hours related to:	
				school	non-school
5/15/13	NJHS	Mrs. Feider	2	X	