

September 16, 2019

To: Van Wert, Crestview, Lincolnview, Wayne Trace, and Vantage Career Center

Regarding: Elks Student/Volunteer of the Month/Year Program

Dear Counselor:

It's that time of year again. The Van Wert Elks Lodge No. 1197 is proud to sponsor again this year our Student/Volunteer of the Month Award. Volunteerism is a big part of this award. However, I also realize that many students also must **work** in order to help support themselves and many times their families. This will definitely be taken into consideration.

Note: Students **must** indicate the amount of time (in hours) they have spent on each activity that they list. This year I am also including a volunteer/work table example that may help in their documentation. Students that win at the state level seem to use the table example—just an FYI.

The awards will start in November—but I will be awarding two (2) for the month of October as well (backdating) . October through April we will select 2 students per month. Each winner will receive a Certificate of Achievement and then a monetary award at the banquet. A breakfast will be held in the spring to honor the monthly winners and announce our Student/Volunteer of the Year. The Student/Volunteer of the Year will receive a certificate and a monetary award with the possibility of being selected by the District as our District's Volunteer of the Year (\$1000).

Nominees will be judged on the basis of multiple achievements—1) Community Service, 2) Work Experience, 3) Honors and Awards, 4) Leadership, 5) Extracurricular Activities, and any other noteworthy experiences. **Grades are NOT as important as the achievements; therefore, you do not need to send transcripts.** Many times applicants use their resumes—that is fine; but, they need to indicate the amount of time that was given for each activity. Again, the Volunteer/Work Table may be helpful. Students should include a letter(s) of recommendation from teachers, principals, or others. In a separate file I have the application form, a letter to the student, and table forms to be used by the students. We are asking you, the guidance counselor(s), to get the word out so that your worthy students may be selected and nominated for this award.

NOTE: Please have your students fill the application out on the computer and **save** all parts that they are sending me. I still would like to have the applications submitted to me on **hard** copy (paper); however, the winner that will be submitted for the \$1000 must be sent on-line to our district chair.

I am asking that you have your applications in to me by **October 30**. I would like to have the other months sent to me by the **first week of that month being awarded**. To make it easier for you, if you would like to submit the bulk of your students in your October batch, go ahead. I will look at previously submitted applications as well as any others that I may receive for future months' awards.

We ask that you check the applications for accuracy of the GPAs and class rank. Send them to Linda Stanley, 10572 St. Rt. 118, Van Wert, OH 45891. If you have any questions or need additional information, contact me at 419-238-4827 and leave a message if I am not home.

Once again, thanks for your help. Without your assistance, this program will not fly.

Linda Stanley, Chair

Attached: Van Wert Elks Application—4 pages

Van Wert Elks Lodge #1197
Ohio Elks Association
Student/Volunteerism Application

Individuals nominated for this award must be a **senior** in high school. The award is judged on the basis on scholastics, leadership, activities, and community involvement.

Student Full Name:

Parent(s) Name(s):

Home Address:

Phone Number:

Date of Birth:

School:

GPA:

Class Standing:

Future Goals:

Please attach, on a separate sheet, **detailed** information with each topic. Please include years or number of times (**including hours**) you participated with each program. Topics: 1) Community Service, 2) Work Experience, 3) Honors and Awards, 4) Leadership, 5) Extracurricular Activities, and any other noteworthy experiences

Also, please include the following information with each application.

1. Letter of Recommendation – either by principal, teacher, coach, or civic leader (maximum 2 permitted).
2. Essay, **not exceeding 400 words**, describing one particular experience from any activity.

Attachment: Example of Volunteer/Work Hours
Letter to Seniors

September 16, 2019

Dear High School Seniors

The Van Wert Elks Lodge No. 1197 is proud to sponsor again this year our Student/Volunteer of the Month Award. Volunteerism is a big part of this award. However, I also realize that many of you also must **work** in order to help support yourself and many times your families. This will definitely be taken into consideration.

Note: You **must** indicate the amount of time (in hours) you have spent on each activity that you list. Please see the attachment.

The awards will start in October. October through April we will select 2 students per month. Each winner will receive a Certificate of Achievement and then a monetary award at the banquet. A breakfast will be held in the spring to honor the monthly winners and announce our Student/Volunteer of the Year. The Student/Volunteer of the Year will receive a certificate and a monetary award with the possibility of being selected by the District as our District's Volunteer of the Year (\$1000).

Nominees will be judged on the basis of multiple achievements—1) Community Service, 2) Work Experience, 3) Honors and Awards, 4) Leadership, 5) Extracurricular Activities, and any other noteworthy experiences. **Grades are NOT as important as the achievements.** You may use your resumes—that is fine; but, you need to indicate the amount of time that was given for each volunteer activity or work. You should include a letter(s) of recommendation from teachers, principals, or others.

Please fill the application out on the computer and **save** all parts that you are sending me. I would like to have your application submitted to me on **hard** copy (paper); however, the winner that will be submitted for the \$1000 must be sent on-line to our district chair.

Your guidance counselor will need to receive the completed hard copy from you on the date that he/she has assigned. Good luck to you and remember the Elks slogan:

Elks Care~Elks Share

Linda Stanley
Chair
Van Wert Elks 1197

Attached: Nomination Form
 Example of Volunteer/Work Table
 Blank Volunteer/Work Table

An example of preferred method of showing volunteer and work hours. Suggest doing it in chronological order rather than the most recent item listed first (the opposite of what most resumes suggest).

VOLUNTEER HOURS			
Organization	Dates	Hours Donated	Duties
Our Saints Church	Month/yr— month/yr	1 hour per week = 25 hours	Assisted in the nursery during church services
	Month/yr— month/yr	4 hours per day = 20 hours per yr 80 total assisted	Helped with Bible school—taught 4 and 5 year olds throughout the 4 years
Girls' State	Month/year	8 hours per day = 40 hours for wk	Attended Girls' State, (tell if ran for an office or what was learned)
Salvation Army	Month/year	8 hours	Rang bell for Red Kettle Drive

WORK HOURS			
Employer	Dates	Hours Worked	Duties
Dairy Hut	Month/year	40 hours/week = 400 hrs.	Took food orders, assisted with preparation of food, cleaned, assisted where needed

THIS IS AN EXAMPLE. IT IS STORED ON A WORD DOCUMENT. YOU MAY USE ANOTHER PROGRAM BUT WOULD SUGGEST KEEPING THE SAME FORMAT.

A BLANK FORM IS ATTACHED FOR YOUR CONVENIENCE.

VOLUNTEER HOURS—NOT RELATED TO SCHOOL-BASED ACTIVITIES

Organization	Dates	Hours Donated	Duties

WORK HOURS

Employer	Dates	Hours Worked	Duties

LEADERSHIP

Organization	Dates		Any Other Information To Help Clarify

HONORS AND AWARDS

Organization	Dates		Any Other Information About Award

EXTRACURRICULAR ACTIVITIES—SCHOOL-BASED ACTIVITIES

Organization	Dates		What You Did