



VARSITY IN VOLUNTEERISM

**Student
Guidebook**



CONTENT

What is ViV?

01

**Varsity Letter
Criteria**

02

**How to Record Your
Volunteer Hours**

03

**Recognition items
and awards**

04

**Professional
Development**

05

**Volunteer
Etiquette**

06

**Ways to Say
Thank You**

08



Welcome to Varsity in Volunteerism (ViV)



What is ViV?

Varsity in Volunteerism is a club where students can become active members of their community through volunteering and community projects. The goal is to complete 100 hours of volunteering to "letter" in ViV!




ViV Guidelines

To receive a Varsity letter in Volunteerism each student must:




Complete the ViV Student/Parent Permission Form




Complete 100 hours of community service between May 1st and April 30th

Note:

- At least 50 hours must come from volunteering in non-school related activities.
- If you choose to volunteer in the summer, only 40 hours of summer volunteering may count towards your varsity letter.



Submit your volunteer hours on the online hour collection form



Attend at least 1 ViV meeting each month

How to Record Your Volunteer Hours

After your volunteer opportunity, fill out the hour submission form! This will record your progress towards your varsity letter and contact the organization to verify your volunteer work. Make sure you still keep track of your hours for your own record.

To access the volunteer hour submission form:

Visit: unitedgeneral.org/viv/

OR

Scan the QR code below



Recognition items and awards



We want to recognize your incredible achievements in ViV! Below are the items awarded depending on the number of volunteer hours you have completed between May 1st – April 30th. These items are awarded at the central celebration.



Recognition Certificate

Earned by students who have completed less than 99 hours of service.

Varsity Letter and Pin

Awarded to students who have completed 100+ hours of service for the first time



Bar for Varsity Letter

Awarded to students who have completed 100+ hours of service for their second, third, or fourth year.

Graduation Cord

Awarded to graduating Seniors who are active in ViV their senior year and have received a ViV varsity letter at least once.



Professional Development

Professionalism means a variety of things to different people. Take some time to ask yourself:

- What does professionalism mean to you?
- What do you think a professional is?
- What comes to mind when you think of a professional?

Brainstorm some professional skills you would like to learn such as how to write emails.

For more ideas visit Kahn Academy : Life Skills

Strategic Volunteering

What is strategic volunteering?

It is volunteering with the intent to not only help your community but explore a passion, interest, and potential career field.

Reflect on your strengths, skill sets, and passions to help determine where you should volunteer.



Volunteer Etiquette

Punctuality

Always arrive on time for your volunteer commitments. If you can no longer attend a volunteer opportunity make sure you communicate this in advance to your coach and the agency you are volunteering with.



Professionalism

Dress appropriately for the work you will be doing. If you aren't sure what clothes may be required, ask your coach or the agency you are volunteering with.

Communication

Keep the lines of communication open with the organization before and after volunteering. After volunteering, thank the organization for the opportunity.





Respect

Be respectful to all individuals you encounter while volunteering, including fellow volunteers, staff, and the people you're serving. Listen, cooperate, and be a positive team member when working with others!

Responsibility

Fulfill your responsibilities to the organization diligently and complete tasks as assigned. Take the initiative to ask any questions you may have and contribute as much as you can to the organization's work.



Accountability

We all make mistakes! Take responsibility for any mistakes you may make during your volunteer work, and learn from them.



Ways to Say Thank You

Saying thank you provide an opportunity to show an organization your commitment and appreciation for the opportunity. Keeping the line of communication open after volunteering is a great way to maintain connection for future events and even for letters of recommendation.

Thank you letter template

Dear (organization name or name of individual you volunteered with),

I hope this (type of correspondence) finds you well. I wanted to take a moment to express my gratitude for the opportunity to volunteer with (organization name).

- Write a few sentences about specific things you learned, what you enjoyed most, and what you took away from the experience.

Thank you for allowing me to volunteer at (organization). If there are future opportunities for volunteers, I would love to be considered and continue to contribute in any way I can. Thank you for all you do to support and serve this community.

Sincerely,

First Name, Last Name

(Name of High School) Student