



# VARSITY IN VOLUNTEERISM

**Student  
Guidebook**



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# 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!



# Varsity Letters

To receive a Varsity letter in Volunteerism or a graduation cord, 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 (July & August) can count towards your varsity letter.

Attend the minimum number of ViV meetings required by your ViV Coach

Submit your volunteer hours on the online hour collection form within 30 days of the volunteer opportunity end date

# What counts as Volunteer Hours?



## What does count:

- Tutoring classmates or other members of your community.
- Working school events without payment such as concessions or ticket collection.
- Any time volunteered to assist a community organization without payment.

## What doesn't count:

- Activities you are receiving class credit for.
- Regular sports or extra curricular activities:
  - Example// Sports practice, band practice, choir practice, theater tech crew, etc.
- Family obligations such as babysitting a younger sibling.
- Attending a religious service.
- Time spent driving to and from a volunteer site.

If you are unsure if an activity counts as volunteer hours, feel free to reach out to your ViV Coach for clarification!

# 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/](https://unitedgeneral.org/viv/)

OR

Scan the QR code below



# How to Record Your Volunteer Hours

Step 1: Visit [unitedgeneral.org/viv/](https://unitedgeneral.org/viv/)

Step 2: Click Submit Hours on the top banner or scroll down to till you reach the submit hours portion of the page.



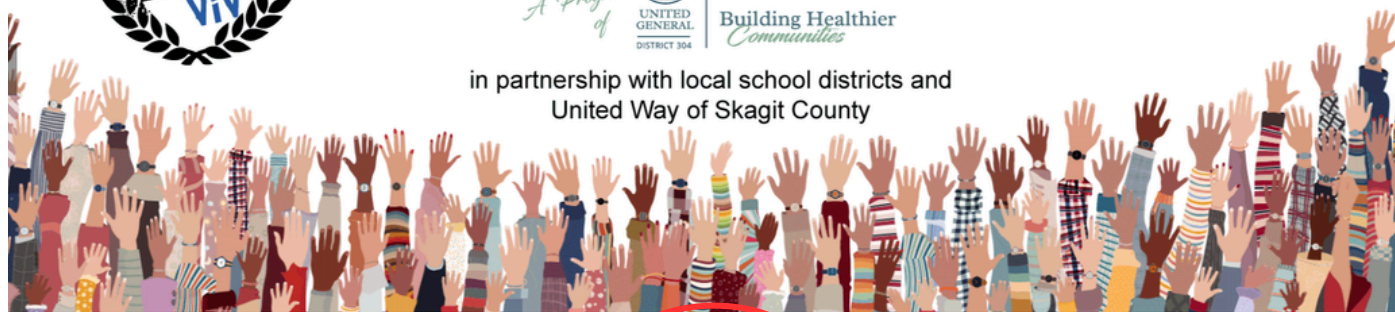
PROGRAMS CLASSES & EVENTS GET INVOLVED GET TO KNOW US CONTACT US ENGLISH



## Varsity in Volunteerism

A Program of Building Healthier Communities

in partnership with local school districts and United Way of Skagit County



Join ViV

Volunteer Opportunities

Submit Hours

Important Contacts

How ViV Works

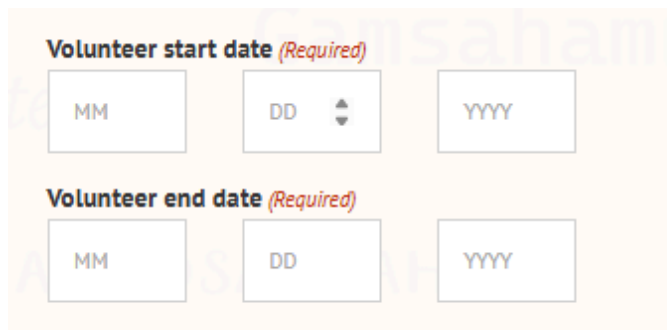


# How to Record Your Volunteer Hours

## Step 3: Fill out the Hour Submission Form

When to combined hours into one submission:

- Typically, you can expect to submit a new hour submission form for each volunteer opportunity.
- However, you can combined hours into one submission as long as those hours took place at the same organization during the same month.
  - Example// A student volunteers at the animal shelter every friday for three hours. For the month of October they can submit their hours as one submission of 15 hours. This student would input the volunteer start date as the first day they volunteered at the shelter in October and the end date as the last day they volunteered at the shelter in October. For November, they would submit a new form.
- If your volunteer opportunity was a one time event, put in the start and end dates as the same day.
- Submit your hours within 30 days of the volunteer opportunity.



The image shows a screenshot of a form with two sections for date input. The first section is labeled "Volunteer start date (Required)" and contains three input fields: "MM", "DD" with a dropdown arrow, and "YYYY". The second section is labeled "Volunteer end date (Required)" and also contains three input fields: "MM", "DD", and "YYYY". A large black arrow on the left side of the page points from the text "Submit your hours within 30 days of the volunteer opportunity." towards the "Volunteer end date" section of the form.

# Template to Track Hours

Need help keeping track of your hours? Feel free to utilize our google sheet template to stay on top of submitting hours!



Find the template by [clicking here](#) or by scanning the QR code

Each time you submit hours, a copy of your submission will be emailed to you. You can use this to help track which hours you have already submitted.

# 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

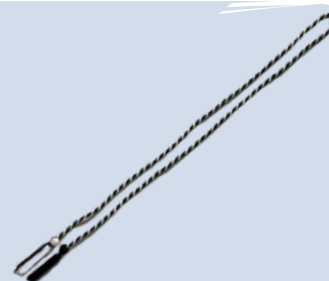


## Bar for Varsity Letter

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 at least one ViV Varsity Letter.



# 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 members 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