



United Way  
for Southeastern Michigan

**APPLICATION  
DEADLINE IS  
MAY 15, 2025**

***For this award,  
submit materials to:***

Attn: Rella Bitner  
c/o United Way for Southeastern  
Michigan  
2305 Platt Rd.  
Ann Arbor, MI 48104

***Questions?***

Rella Bitner  
(517) 513-7679  
[rella.bitner@unitedwaysem.org](mailto:rella.bitner@unitedwaysem.org)

***What to expect after you apply:***

You will be notified of your status  
no later than May 30, 2025.

**Varsity Letters will be awarded  
at a reception in early June and  
you will receive a formal  
invitation (location and date  
TBD).**

# Varsity Letter In Community Service

## 2024-2025 School Year

*Each year, United Way for Southeastern Michigan partners with Washtenaw County schools to recognize and reward students for their volunteer efforts in the community.*

**Students who volunteer 145 or more hours of service in a year can earn their school varsity letter, the same as those earned by athletes and musicians. Applicants must meet the following basic qualifications:**

- Be a student in grades 9-12 in Washtenaw County
- Complete at least 145 hours of community service from May 1, 2024, to April 30, 2025
- At least 50 of the total hours MUST be in non-school related activities
- Have at least one school-related volunteer activity
- All volunteer activities must be verifiable
- Your application must be RECEIVED by May 15, 2025

**For a full list of requirements see  
below, call (517) 513-7679.**

# Varsity Letter in Community Service Student Applicant Information

**Deadline for Application May 15, 2025**



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

Gender: \_\_\_\_\_ High School: \_\_\_\_\_

Expected Graduation Year: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

(For notification purposes)

## How many hours did you volunteer?

\_\_\_\_\_ Total number of hours served through school related activities

+ \_\_\_\_\_ Total number of hours served outside of school activities (non-school related)

= \_\_\_\_\_ Total number of hours served between 5/01/24 and 4/30/25 (Must be at least 145)

**\*\*\*Seniors qualify to apply for the Labor and School Community Service Scholarship. Please contact United Way office for instructions.\*\*\***

I have previously received my Varsity Letter in **Community Service**

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 for Southeastern Michigan on the website. To my knowledge, these hours are valid and count toward my earning the Letter in Community Service.

Student Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

## Parent/Guardian

*Please read the passage below and sign giving your child permission to participate in this award program.*

I hereby assign to United Way for Southeastern Michigan all rights to video and audio recordings and all photographs of my child made in connection with 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 for Southeastern Michigan. I also waive any right to approve or disapprove the finished products.

Parent/Guardian Name: \_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

*We would like the opportunity to keep you informed of our programs and would like to add you to our mailing list (which is not shared with others). If you prefer not to be added please check the box below.*

Please do not add me to the mailing list

# Varsity Letter in Community Service



# Community Service Verification Form

**Deadline for application May 15, 2025**

A copy of this form must be completed for each agency/organization/school/club for which you have performed service, so **duplicate this page as necessary**. (i.e. only one form is needed with the total # hours spent with Key Club). Remember to apply enough postage when mailing your application; standard postage is often not adequate.

**We do not require the signature of your volunteer supervisor to verify your hours. We will however be contacting them by phone and/or email to verify 100% of all hours submitted. Be sure to tell them that a United Way Staff or volunteer will be contacting them in May to verify your hours.**

This form must be filled out completely and legibly to be accepted and processed. If we cannot reach your supervisor to verify your hours we will not be able to process your application. We recommend including every possible contact method (cell, email etc) to ensure we are able to fully process your application.

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Student Name: \_\_\_\_\_ Hours Completed for this Opportunity: \_\_\_\_\_

Organization, club or school name that you volunteered with: \_\_\_\_\_

This opportunity is (please mark one):  school-related  non-school-related (outside of school activities)

Please give the month, day and year that you volunteered with this opportunity. For ongoing service please list your start and end dates below.

Date(s) volunteer service occurred: \_\_\_\_\_

Brief description of volunteer work you performed: (You may attach additional sheets if this space is not adequate)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VERIFICATION CONTACT INFORMATION (Please PRINT all information clearly)

Note: You do not need all areas filled out. Please provide as much contact information as your supervisor wishes to share.

Adult Supervisor Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Best time/method to be contacted: \_\_\_\_\_

## Academic Eligibility

**This form must be completed and returned with your application in order for it to be processed.**

Youth United 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 for Southeastern Michigan requires that Varsity Letter in Community Service recipients maintain at least a 2.0 Grade Point Average (GPA).

The grade 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.

**It is important to remember:** This may take a few days to process. Do not wait until the last minute to get this form signed. Please complete the following form and return it with your Varsity Letter in Community Service application. We will not be able to process ANY application without a signed eligibility form.

**Student Name (Print)** \_\_\_\_\_

**School:** \_\_\_\_\_

I verify that, as of (date) \_\_\_\_\_, the above listed student meets the academic eligibility standards and good standing requirements as set forth by (school name) \_\_\_\_\_ and the 2.0 GPA requirement set forth by United Way for Southeastern Michigan.

**Staff Name (Print)** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Work Telephone:** \_\_\_\_\_



# Varsity Letter in Community Service Frequently Asked Questions



## **The requirements state that I have to complete at least 50 hours in a “non-school activity”. What type of volunteer work counts as a non-school activity?**

- Gift shop clerk or assisted patients at a local medical facility
- Stocking and distributing food at a food bank
- Mentoring a child
- Environmental restoration work through a local non-profit
- Volunteering with a non-profit organization

These are just a few ideas; there are many ways to volunteer in your community. If you have questions about counting hours for a non-school related activity, contact us.

## **The requirements state that I have to complete at least one “school activity”. What type of volunteer work counts as a school activity?**

The following is a list of activities that can be done in school:

- Participating in a community service project through a school club
- Assisting a teacher before/after school or during the summer
- Volunteering with a parent organization within the school
- Volunteering as a student athletic trainer (if not required for a class)
- Assisting at sporting events, concerts, theater productions (if not required for a class)
- Tutoring peers

These are just a few ideas; there are many ways to volunteer in your school. If you have questions about counting hours for a school related activity, contact us.

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

If you volunteer on a mission trip or other volunteer vacation, the hours are calculated as follows:

During the school year: 10 hours per day

During the summer: 15 hours per day

If you have documentation proving that you served more than these hours per day, you may submit it with your application and will be credited with these hours if we are able to verify them with your provided contact.

## **I volunteered as a camp counselor, how do I count those hours?**

If you volunteer as a camp counselor, the hours are calculated as follows:

During the school year: 10 hours per day

During the summer: 15 hours per day

If you have documentation proving that you served more than these hours per day, you may submit it with your application and will be credited with these hours if we are able to verify them with your provided contact.

## **Can I count hours from club meetings?**

If you participate in a school club, you may count any hours that are spent organizing and implementing a service project. If you are in a club that uses meeting times to discuss other club business, you may not count those hours. Only hours spent planning and participating in a service project will count as community service hours.

## **I have to complete community service hours so that I can graduate, can I count these hours towards my Varsity Letter?**

Any community service or volunteer hours done to meet a graduation requirement **DO NOT** count towards your Varsity Letter in Community Service. Volunteer hours that are counted for the Varsity Letter are to be done above and beyond what is required for graduation.

## **I have to complete community service hours for a class, can I count these hours?**

All community service or volunteer hours completed as a requirement for a class, **DO NOT** count towards your Varsity Letter in Community Service. Volunteer hours that are counted for the Varsity Letter are to be done above and beyond what is required for a class.