

Van Wert Elks Lodge #1197
Ohio Elks Association

August 29, 2023

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 breakfast. This 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/Volunteer, 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: Application Form
 Example of Volunteer/Work Table
 Blank Volunteer/Work Table

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, honor and awards, and community involvement/volunteer.

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. 1) Community Service/Volunteer, 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.** Please include years or number of times (**including hours**) you participated with each program.

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

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