

**Van Wert Elks Lodge #1197**  
**Ohio Elks Association**

August 23, 2022

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:     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, 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.

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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).

<b>VOLUNTEER HOURS</b>			
<b>Organization</b>	<b>Dates</b>	<b>Hours Donated</b>	<b>Duties</b>
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

<b>WORK HOURS</b>			
<b>Employer</b>	<b>Dates</b>	<b>Hours Worked</b>	<b>Duties</b>
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**

<b>Organization</b>	<b>Dates</b>	<b>Hours Donated</b>	<b>Duties</b>

**WORK HOURS**

<b>Employer</b>	<b>Dates</b>	<b>Hours Worked</b>	<b>Duties</b>

**LEADERSHIP**

<b>Organization</b>	<b>Dates</b>		<b>Any Other Information To Help Clarify</b>

**HONORS AND AWARDS**

<b>Organization</b>	<b>Dates</b>		<b>Any Other Information About Award</b>

**EXTRACURRICULAR ACTIVITIES—SCHOOL-BASED ACTIVITIES**

<b>Organization</b>	<b>Dates</b>		<b>What You Did</b>