



## 2018-2019 VOLUNTEER CENTER'S UNITED WAY YOUTH DIVISION INFORMATION & APPLICATION

### What is the Volunteer Center's United Way Youth Division?

Through agency presentations and "hands-on" service projects, teens receive an in-depth view of United Way agencies. The Volunteer Center's United Way Youth Division is a program in the Volunteer Center's Youth Connection and is open to all area high school students in grades 9-12 who are interested in meeting other teens, learning more about Lubbock Area United Way agencies, volunteering, and performing community service.

### What does the Volunteer Center's United Way Youth Division do?

The Volunteer Center's United Way Youth Division engages in:

- ◆ Youth-organized meetings, committees, and opportunities for leadership
- ◆ Opportunities to learn and connect with United Way agencies
- ◆ Hands-on service projects for United Way agencies

### How can I participate?

Any Lubbock or surrounding rural community high school students can participate. Participants must be willing to dedicate their time to the program by attending **each monthly meeting and at least one service project per month**, which are typically scheduled in the evenings and on the weekends during the school year and on weekdays in the summer.

### To apply, participants must:

1. Read the attached **Membership Expectations**
2. Complete the **2018-2019 UWYD Application**
3. Include the name, phone number, and email of at least one **reference** who can attest to your work ethic, availability, and commitment to community service
4. Initial and sign the **Membership Agreement**.
5. Submit a separate **Media Release Form**.

You can submit your application by emailing, mailing, faxing, or delivering it to:

- ◆ **Email: [jpark@volunteerlubbock.org](mailto:jpark@volunteerlubbock.org)**
- ◆ **Mail: Volunteer Center of Lubbock – 1706 23<sup>rd</sup> Street, Suite 101, Lubbock, TX 79411.**
- ◆ **Fax: (806) 747-8640**

You can also deliver to the Volunteer Center, located on the corner of 23rd & Ave. Q. We're open Monday – Friday, 8:30 AM – 5:00 PM.

**Meetings are held one Tuesday evening each month at 7:00 pm.  
Summer meetings are held during the day at times TBD.**

# UWYD MEMBERSHIP EXPECTATIONS

## Meetings

UWYD meetings are an essential component of project planning and service learning. Meeting times and dates are listed on the Youth Connection Calendar. They are also available on our website [volunteerlubbock.org](http://volunteerlubbock.org).

- Meetings will last one hour.
- All meetings (unless otherwise noted or summer meetings) will be held at the **YWCA Sun 'N Fun located at 6204 Elgin Ave.** Members are expected to respect the building by throwing away trash, pushing tables and chairs into their proper places, and cleaning up spills or messes.
- **Members are expected to attend every meeting possible.** Therefore, please make arrangements ahead of time so you can be present. Meetings are a time to sign up for service projects, meet other students, receive training, and learn about volunteer expectations.

## Guest Speakers

Guest speakers from area United Way agencies will be present at select meetings. These individuals are essential to our group because they present important information about upcoming projects and educate us about the mission and needs of their agencies.

- Members are expected to be courteous and respectful during presentations. Please listen and engage with these speakers and ask questions.

## Project Planning & Participation

Project planning and implementation is the central focus of this group. When you sign up for a project, you are committing yourself to the need, the agency, and the project's successful completion.

- UWYD members are expected to attend at least one project per month (on average). Ideally, members will complete 20 hours of service (through projects and meetings) throughout the school year!
- Members are expected to be conscientious and responsible. Therefore, if you know you cannot make it to a project, you must notify Volunteer Center staff no less than 24 hours prior to the project.
- Members should be active and proactive during projects. This means not only completing assigned tasks, but being proactive by looking for additional ways to help.

**If you continually sign up for projects and fail to show or engage in inappropriate behavior, you will be asked to end your participation in UWYD.**

## Communication

Communication within UWYD is essential to the success of our organization. You are expected to maintain good communication with Volunteer Center staff and with each other.

- E-mail is our primary mode for communication. You are responsible for maintaining and checking a **working** e-mail address. If you do not have an e-mail address, you may utilize your parent or guardian's e-mail address, or you may choose an alternate way to be notified about meetings and projects. (See Jungwon for more information.)
- Please check your e-mail on a regular basis. Updates about meetings, new projects or cancellations/changes, and other pertinent information will be communicated via e-mail.
- Please check your junk e-mail settings, reply in a timely manner to e-mails, and alert Volunteer Center staff if you do not receive UWYD e-mails.
- It is your responsibility to notify Volunteer Center staff if you have a change of e-mail, mailing address, or phone number.
- In the case of a project cancellation or location change, Volunteer Center staff will call or text the phone numbers you provide on the Application. Please make sure all phone numbers are correct and check voicemail on a regular basis.

**2018-2019 VOLUNTEER CENTER'S  
UNITED WAY YOUTH DIVISION APPLICATION**

**Are you a returning student from 2017-2018?**

**YES** If you are a returning student, skip to Membership Agreement and only fill out page 4.

**NO** If you are a new member, please continue to complete entire form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Ethnicity: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

School: \_\_\_\_\_ Grade Entering in 2018-2019: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Reference Name: \_\_\_\_\_ Reference Email: \_\_\_\_\_

Reference Phone: (\_\_\_\_) \_\_\_\_\_ Parent Email: \_\_\_\_\_

**Please answer the following questions:**

How did you hear about United Way Youth Division?

Why are you interested in becoming a member of Volunteer Center's United Way Youth Division?

What do you think you can contribute by participating in United Way Youth Division?

What would you like to learn from your experience?

Please list any work, academic, or extracurricular obligations you will have during the 2018-2019 school year. (Include approximate days, times, and length of commitments.)

Can you make the commitment to attend each monthly meeting and at *least* one project per month?

**YES**      **NO**

## VOLUNTEER CENTER'S UNITED WAY YOUTH DIVISION MEMBERSHIP AGREEMENT

Please initial your agreement to abide by the following rules and expectations:

\_\_\_\_\_ I understand that meetings are an important aspect of Volunteer Center's United Way Youth Division, and I will do my best to attend each monthly meeting, arrive promptly and stay the entire meeting, and actively participate.

\_\_\_\_\_ I agree to show my respect to United Way guest speakers and Volunteer Center staff by actively listening and participating in meetings and projects.

\_\_\_\_\_ I understand that when I sign up for a project, I am committing myself to that project's completion. I understand that should a conflict arise; I will notify Volunteer Center staff in a timely manner so that a replacement can be found. I also understand that if I continually sign up for projects and fail to show up without notifying Volunteer Center staff, I may be asked to end my participation with the program.

\_\_\_\_\_ I agree to maintain a working e-mail address, check my junk mail settings, and thoroughly read all e-mails I receive from the Volunteer Center. I also understand that it is my responsibility to notify the Volunteer Center of any e-mail or mailing address changes.

As a member of Volunteer Center's United Way Youth Division, I agree to abide by the rules and expectations listed in this letter. I understand that should I continually sign-up for projects and fail to show up without properly notifying Volunteer Center staff, or engage in inappropriate behavior during meetings and projects; I will be asked to end my participation with United Way Youth Division.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_  
Home Phone # / Cell Phone #

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

\_\_\_\_\_  
City & State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
E-mail Address (print legibly)

\_\_\_\_\_  
High School

\_\_\_\_\_  
Grade (during 2018-19)

Email is the main form of communication for UWYD. Please check if you DO NOT have regular internet access to an email account.

\_\_\_ I do not have regular access.

*This form must be returned to the Volunteer Center of Lubbock. You may deliver or mail it to:  
The Volunteer Center of Lubbock – 1706 23<sup>rd</sup> Street, Suite 101, Lubbock, TX 79411. We are located on the corner  
of 23<sup>rd</sup> & Ave. Q and are open Monday – Friday, 8:30 AM – 5:00 PM. You may also fax it to: (806) 747-8640.*

# VOLUNTEER CENTER OF LUBBOCK

## Photo Approval for Media Coverage/Participation

To: Parent/Guardian of United Way Youth Division Member

From: Volunteer Center of Lubbock, Inc.

From time to time during and after the United Way Youth Division we are asked to supply pictures or interviews for the media or for publications of the Volunteer Center. Therefore, we ask for the following signed parent approval for media coverage/participation.

UWYD Student Name \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

I hereby give permission for the name of the student listed above to be released to the media for him/her to participate in any media coverage which might transpire during the course of this program and any future publicity about the program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

By checking this box I am electronically signing this document and I assert I am the parent/guardian named above.

If the name of the person listed above is under 18, a parent must decide whether or not photographs can be used of him or her.

My child may **NOT** participate in media coverage and I do **NOT** want his/her name released to the news media or any publication.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

By checking this box I am electronically signing this document and I assert I am the parent/guardian named above.