



## 2020-2021 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 **2020-2021 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, or faxing to:

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

**Meetings are held one Tuesday evening each month at 7:00 pm, or 4:00 pm if we meet virtually.**

**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 as follows for the 2020-21 school year: Wednesday, August 12<sup>th</sup>, Tuesday, September 15<sup>th</sup>, Tuesday October 20<sup>th</sup>, Tuesday, November 17<sup>th</sup>, Tuesday December 15<sup>th</sup>, Tuesday, January 19<sup>th</sup>, Tuesday, February 16<sup>th</sup>, Tuesday, March 23<sup>rd</sup>, Tuesday, April 20<sup>th</sup> and Tuesday, May 25<sup>th</sup>

- Meetings will last one hour, 7:00 – 8:00 pm during the school year, or 4:00-5:00 pm via Zoom
- 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 Melissa 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.

# 2020-2021 UNITED WAY YOUTH DIVISION APPLICATION

**Are you a returning student from 2019-2020?**

**YES** Please fill out ONLY SECTION A on page 3 and Membership Agreement on page 4.

**NO** Please continue to complete entire form.

**PLEASE WRITE LEGIBLY**

## **SECTION A**

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

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

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

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

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

School: \_\_\_\_\_ Grade Entering in 2020-2021: \_\_\_\_\_

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

## **SECTION B**

**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 experience would you like to have by participating in United Way Youth Division?

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

# VOLUNTEER CENTER'S UNITED WAY YOUTH DIVISION MEMBERSHIP AGREEMENT

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

\_\_\_\_\_ I will do my best to

- attend each monthly meeting
- arrive promptly
- stay the entire meeting
- 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 agree to

- maintain a working e-mail address
- check my junk mail settings
- thoroughly read (and respond to when requested) all e-mails I receive from the Volunteer Center

\_\_\_\_\_ I understand that it is my responsibility to notify the Volunteer Center staff of any e-mail, mailing address, or phone number 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.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's Date