

VARSITY LETTER IN COMMUNITY SERVICE

2026-2027 SCHOOL YEAR APPLICATION

Students who volunteer for 145 or more hours of service in a year can earn their school varsity letters, the same letters as those earned by athletes and musicians!

Students must meet all the following requirements to apply:

- Must be in grades 9-12 in a Snohomish County school that has approved the program.
- Complete the attached checklist and all required documents
- 2.0 GPA or higher
- Submit application and all necessary paperwork by **September 30, 2026**
- Complete at least 145 hours of community service **between September 1, 2026, and May 30, 2027**
 - Provide documented hours, signed by the organization you are volunteering for.

**DEADLINE TO APPLY:
MONDAY, SEPTEMBER 30, 2026**

Submit completed application to:

United Way of Snohomish County
3120 McDougall Ave, Suite 200
Everett, WA 98201

Your application must be received by **September 30, 2026**, to be considered. Application may be mailed or emailed.

Questions?

Contact: Susan M. Gustafson
Director of Programs
United Way of Snohomish County
Susan.gustafson@uwsc.org
425.374.5503

What to expect after you apply:

- You will be notified upon receipt of your application via email no later than September 30, 2026.
- You will then be notified of your award status no later than 5/31/27.
- Awards will be given either at an event hosted by your school or mailed directly to you.
- If you are unable to attend the reception, your letter will be mailed to you.



APPLICATION CHECKLIST

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- ☐ I read the entire application and noted the community service hours requirements.
- ☐ Completed "student information" page legibly.
- ☐ Got parent/guardian signatures.
- ☐ Completed academic eligibility form.
- ☐ Completed a total of 145 hours.
- ☐ Submitted documentation of completed hours, signed by a representative of the non-profit of your choosing.
- ☐ Submitted contact information for each location where volunteer time was spent (this will be used later to verify hours)



STUDENT INFORMATION

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Please print clearly

Full Name: _____ Phone Number: _____

School Name: _____ Graduation Year: _____

Email address: _____

Mailing address: _____

Please circle:

This will be my 1st 2nd 3rd 4th Varsity Letter in Community Service

If this is your first award, have you earned your school's letter for any other activities or sports?

circle **YES** or **NO**

STUDENT AGREEMENT

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 of Snohomish County's website. To my knowledge, these hours are valid and count toward my earning the varsity letter in community service.

Student Signature: _____ Date: _____

COMMUNICATIONS WAIVER

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

Student Signature: _____ Date: _____



Parent/Guardian Signature: _____ Date: _____



ACADEMIC ELIGIBILITY

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This form must be completed and returned with your application for it to be considered.

The United Way of Snohomish County requires students to earn their varsity letter in community service to remain in good standing with their school. Students receiving letters must meet the same academic requirements and eligibility guidelines as other varsity letter recipients, as they are set forth by their school.

The United Way of Snohomish County requires that varsity letter in community service recipients maintain at least a 2.0 Grade Point Average (GPA).

This academic eligibility check must be completed by an appropriate school staff member. In most schools, this may be the athletic secretary or College & Career Specialist success. If you are unclear who this person is, please ask in the main office.

Student name (print): _____

School: _____

I verify that, as of (date) ____/____/_____, the above listed student meets the academic standards and good standing requirements as set forth by our high school and 2.0 GPA requirement set forth by United Way of Snohomish County.

Staff Name: _____

Staff job title: _____ Contact phone: _____

Staff signature: _____



HOW TO TRACK YOUR HOURS

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Students must enter their community service hours in the 'Verified Community Service Hours' sheet included in this packet and have their volunteer site supervisor verify the hours and sign off. The signed sheet will be turned in monthly to your school counselor, college & career specialist or advisor etc. Who will track the hours?

This process is not intended to be a barrier for students, but a streamlined process of tracking hours to allow students to be awarded their Varsity Letter in Community Service more quickly.

STEP 1:

Find an organization that aligns with your goals or values and reach out to them to inquire about volunteering. Not sure where to start? Organizations like Volunteers of America are a great place to look: <https://www.voaww.org/volunteer>.

STEP 3:

On your 'Verified Community Service Hours sheet, describe the hours you worked. Please be specific. For every organization you volunteer with, record the name of the organization or project, the supervisor's name and signature, and the number of hours. To get this information, bring the "verified community service hours" sheet to each volunteer opportunity.

STEP 4:

Submit the completed hours' sheet to your school counselor, college & career specialist, or advisor, etc.



VERIFIED COMMUNITY SERVICE HOURS

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Project / Organization	Date	Number of Hours	Supervisor Name	Supervisor Signature



IMPORTANT INFORMATION AND CHANGES TO THE PROGRAM

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HELPFUL TIPS

Finding volunteer opportunities

Organizations are looking for help from volunteers every day. Volunteer Match, which is now part of Idealist, has several opportunities in your local area. To find your volunteer opportunity and sign up right on the site [Best Virtual Volunteer Opportunities, On-Site Volunteering, and More - Idealist](#)

FREQUENTLY ASKED QUESTIONS

If you volunteered as a camp counselor or served on a volunteer mission trip through your church, you can calculate your hours 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 this number of hours per day, you may submit the documentation with your application, and you will be credited with these hours if we are able to verify them through your provided contact.

Can I count the hours of club meetings?

If you participate in a school service club, you may count any hours that you 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 volunteer as a sports manager with my school's team. Do these hours count?

Typically, you can earn a sports management letter if you volunteer with a varsity-level team, so your hours do not count if this option is available at your school.

If you spend time with younger students (junior high or an elementary school team) or with a community sports group, your hours will most likely count. Please contact us if you are unsure.

Can I count my time babysitting or helping with yard work, or housework?

Babysitting, yard work, or housework performed with a 501(c)(3) nonprofit can be counted for this award. In cases where you are assisting an individual on your own, we require the individual to have a documented need, and they cannot be related to you. To qualify, the recipient must meet at least one of the following criteria, and you must submit documentation with your application:

- Receive Medicaid benefits (low-income senior citizen)
- Receive SSDI (individual with a disability)

Can I use my required school hours or Eagle Scout Project for my application?



Any hours used to fulfill a school requirement, court-mandated hours, or to earn an Eagle Scout honor may not be used toward your Varsity Letter in Community Service. All hours submitted for this application must be done above and beyond all school requirements.

If you volunteer to help another scout with his/her Eagle Scout project, these hours may be counted toward your application.

I volunteered for several hours with an organization I am a member of, i.e. my church, Rainbow, Boy Scouts, etc. Do these hours count?

Since you are a member, hours can only be counted when you are doing service for other people or an outside group, like a nonprofit. If your organization was hosting a food drive or spaghetti night feed that benefited an outside agency, then hours spent setting up and collecting or serving the food would count.

However, hours spent benefiting the organization itself, such as singing in a choir at your own church, setting up an event for your own Boy Scout troop, ushering at your own organization's event, etc., would not count. If you aren't sure, please contact us ahead of time.

I volunteered with a local company but wasn't paid. Can I count these hours?

No. Hours must be volunteered with a nonprofit agency or school.

I volunteered as a foster "parent" for a non-profit animal agency. Do these hours count? And if so, how do I count them?

If the organization is non-profit and fostering an animal, you are in turn helping the community by getting them ready for adoption, then yes, these hours count.

Here is how you can count your hours:

- 2 hours a day for a healthy adult animal
- 4 hours a day for a healthy litter of kittens or puppies
- 4 hours a day for a sick or recovering adult animal.
- 6 hours a day for a sick litter of kittens or puppies
- 6 hours a day for mom and baby

