



## 2011-2012 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 area high school student can participate. We are especially open to students from Coronado, Estacado, Frenship, Lubbock-Cooper, Monterey, and surrounding rural community high schools. 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 **2011-2012 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. Include a **tentative 2011-2012 involvement schedule**, which notes any work, academic, sports, or other extracurricular obligations you will have during the school year
5. Initial and sign the **Membership Agreement**.

\*The Application, Membership Agreement, reference(s) and tentative involvement schedule must be returned to the Volunteer Center of Lubbock.

**Meetings are held one Tuesday evening each month at 6:00 pm at the Westminster Presbyterian Family Center located at 3321 33rd on the corner of 33rd and Indiana.**

You can submit your application by mailing, faxing, emailing, or delivering it to:  
**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, 8:00 AM – 5:00 PM.*  
*Fax: (806) 747-8640.*

# 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 Web site at [www.volunteerlubbock.org/youth.html](http://www.volunteerlubbock.org/youth.html)

- Meetings will last at least one hour, and members are expected to arrive on time and stay for the entire meeting.
- All meetings (unless otherwise noted) will be held at the **Westminster Presbyterian Family Center located at 3321 33<sup>rd</sup> St.** 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.** Therefore, please make arrangements ahead of time so you can be present. If you cannot make it to a meeting, you must let Volunteer Center staff know ahead of time.

## Guest Speakers

Guest speakers from area United Way agencies will be present at each meeting. 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.
- Cell phones must remain off during meetings.

## 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 required to attend at *least* one project per month.
- 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 in a timely manner by emailing or calling 747-0551.
- Members are expected to be active and proactive during projects. This means not only completing assigned tasks, but proactively looking for additional ways to help. Talking on cell phones, standing around in groups, or otherwise disrespecting the agency is prohibited.
- **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, committees, 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.
- You must check your e-mail on a regular basis. Updates about meetings, projects, and other pertinent information is communicated via e-mail. Likewise, you are expected to read the e-mails you receive!
- 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 the phone numbers you provide on the Application. Please make sure all phone numbers are correct and check voicemail and answering machines on a regular basis.

# 2011-2012 VOLUNTEER CENTER'S UNITED WAY YOUTH DIVISION APPLICATION

**Are you a returning student from 2010-2011?**

**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: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

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

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

School: \_\_\_\_\_ Grade Entering in 2011-2012: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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 Volunteer Center's United Way Youth Division?

What would you like to learn from your experience with Volunteer Center's United Way Youth Division?

Please list any work, academic, or extracurricular obligations you will have during the 2011-2012 school year. Please include day, time, and length of commitment.

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 centers' 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

\_\_\_\_\_  
Signature

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

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

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

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

\_\_\_\_\_  
E-mail Address

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

\_\_\_\_\_  
Grade

I prefer to receive updates, information, and reminders via:

\_\_\_ E-mail

\_\_\_ Cell Phone

\_\_\_ Mail

*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, 8:00 AM – 5:00 PM. You may also fax it to: (806) 747-8640.*