



High School Student-Volunteer Community Service Award Nomination

The Missouri Community Service Commission (MCSC) and the East Missouri and West Missouri Optimist Districts have established a state-wide high school student-volunteer outstanding community service recognition awards program. Freshmen, sophomores, juniors, and seniors of every high school in Missouri are eligible to be nominated if they meet or exceed the nomination criteria. High schools will be grouped into 20 Areas. Four winners will be selected for each Area. Each of the 80 winners will receive an award plaque. From the 80 state-wide winners, the final eight will be selected to receive an award plaque and an educational grant of either \$1,000 or \$750. Please see "Community Service Defined: Expected Questions" on the MCSC web site www.movolunteers.org for questions about qualifying community service.

Interested student-volunteers must (1) have their non-profit organization complete the community service evaluation section of this nomination package; (2) complete a student-volunteer log of activities (use an existing form or the sample provided in this nomination package); and (3) have their high school community service coordinator verify their eligibility and certify their volunteer service by March 5, 2010. The high school will then select one student-volunteer from each class from the pool of applicants for the Area Award and forward these 4 nominations to the local Optimist Club High School Coordinator by March 12, 2010. Winners will be notified by April 29.

2009-2010 Nomination Criteria

1. Be a positive school citizen.
 - a. Demonstrated caring and considerate attitude toward other students and faculty
 - b. No office discipline referrals
2. For community service to be considered for this award, it must be completed during June 2009 - April 2010. To qualify for nomination, student-volunteers must meet or exceed 50 to 200 community service hours (service to community outside of regular school day) based upon their high school class level. Community service hours accumulate each year. Hours completed in one year will be counted toward the qualification level of the next year.
 - Freshman 50 hours to qualify
 - Sophomore 100 hours to qualify
 - Junior 150 hours to qualify
 - Senior 200 hours to qualify
3. Obtain verification and evaluation through a community non-profit business owner, civic leader, pastor, or other individual of the duties performed in service of the community utilizing the provided "High School Student-Volunteer Community Service Evaluation".
4. The student-volunteer may not receive any payment for community service hours.
5. Student-volunteers seeking nomination for this community service award will submit a written 250 word summary or essay regarding the educational value and/or the impactful insights that they have realized through their volunteer experience. Student-volunteers are encouraged to write this summary or essay themselves; however, they may use an advocate to help them prepare it.

Section 1: High School Certification

The following student-volunteer has been certified as eligible for this State Award and has been selected to represent his/her class:

Student-Volunteer Name: _____

Class Level: _____

High School Name: _____

High School Coordinator Name: _____

High School Coordinator Signature: _____

Date: _____ Coordinator Contact Number: _____

Please attach the required student-volunteer essay (see Nomination Criteria #5) and forward this completed nomination package, including the below Evaluation, to your local Optimist Club High School Coordinator by March 12, 2009.

Section 2: Non-Profit Organization

High School Student-Volunteer Community Service Evaluation

Non-Profit Organization Sponsor: Please complete the following evaluation of this student-volunteer.

Remember: Student-Volunteers must not be paid for their service and it must be done through a nonprofit community organization, nursing home, hospital, etc Volunteer work for a private business or individual will not be accepted.

Name of community organization: _____

Contact person: _____ Phone: _____

What is your role in your organization? _____

Name of student-volunteer: _____

Year of graduation: _____

Please describe the type of service provided: _____

How many hours of service did this student-volunteer provide to your organization in the last 12 months (Note: The Log of Activity section of this form must be completed/initialed)? _____

Are you related to this student-volunteer? No Yes

Did you supervise this student-volunteer directly? No Yes

How many high school student-volunteers have worked at your organization in the last three years? _____

How would you rate this student-volunteer in terms of the following two factors, using the 7-point rating scales that are provided (*please circle the number that corresponds to your rating on each factor*)?

	Poor			Average			Outstanding		
<u>(1) Responsibility/Dependability</u>									
• Shows concern for others (co-workers and those assisted)	1	2	3	4	5	6	7	NA	
• Works when expected/scheduled	1	2	3	4	5	6	7	NA	
• Arrives on time / is punctual	1	2	3	4	5	6	7	NA	
• Completes assigned tasks	1	2	3	4	5	6	7	NA	
• Listens carefully to instructions	1	2	3	4	5	6	7	NA	
<u>(2) Attitude during Work</u>									
• Shows courtesy and respect	1	2	3	4	5	6	7	NA	
• Asks questions/uses resources	1	2	3	4	5	6	7	NA	
• Accepts tasks willingly	1	2	3	4	5	6	7	NA	
• Volunteers for extra duties	1	2	3	4	5	6	7	NA	
• Helps in a difficult situation	1	2	3	4	5	6	7	NA	
• Completes what (s)he begins	1	2	3	4	5	6	7	NA	

<u>(3) Impact/value of student's volunteer activities:</u>	1 <i>Very low</i>	2	3	4 <i>Moderate</i>	5	6	7 <i>Very high</i>
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Please describe the impact/value of this student-volunteer's efforts to your organization or the community:

Did this student-volunteer recruit others to volunteer at your organization? No Yes Don't Know

If yes, please explain: _____

Name of agency person completing this form: _____ Phone: _____

Signature of agency person completing this form: _____

Date form completed: _____

This concludes Section 2 of the student-volunteer award nomination.

Thank you!

Section 3: Student-Volunteer Log of Activities

Student-Volunteer: Please use an existing form or this “sample” template below to log and explain your community service activities. Please complete your log and show it to your high school coordinator before March 5, 2009.

Service Codes

1. Community Improvement	7. Hunger & Homeless
2. Disaster Relief	8. Literacy & Education
3. Elderly Assistance	9. Public Safety & Violence Prevention
4. Environmental	10. Youth serving Youth
5. Health Related	11. Other
6. Historical Related	

Log of Activities

Date Performed	Agency Where Volunteering & Type of Service Duties Performed	Service Code	Completed Hours	*Adult Supervisor's Signature & Phone Number
1				
2				
3				
4				
5				
6				
7				

By signing this log of community service activities, I attest to the fact that the above named Student-volunteer did accomplish these service duties and did not receive payment.

Below, by number, please explain in one sentence each activity that was performed.

Explain each activity that was performed.

1	
2	

3	
4	
5	
6	
7	
8	
9	
10	

Student Signature _____ Date _____

Parent Signature _____ Date _____

This concludes Section 3 of the student-volunteer award nomination.