

Teens Make a Difference!



SCHOOL: _____

School Site Coordinator Memorandum of Understanding

School Site Coordinator (Please check the boxes indicating that you agree to the tasks of the position)

As the school site coordinator I will:

- Serve as the liaison between Arrowhead United Way, the school, and the students
- Submit all valid **student timesheets** by the deadline of **April 11, 2019** to Arrowhead United Way
- Submit (by email) a **spreadsheet** that lists the all of the student's names, valid volunteer hours, mailing address, and year in school to Arrowhead United Way by the deadline of **April 11, 2019** (form will be provided)
- Ensure that the students receive proper recognition for their efforts (school letters, pins, certificates, etc.)

School Site Coordinator Information:

Name:	Title:	Address:
Phone:	E-Mail:	Best Way to Reach You?

Responsibility of Awards (Please check all that apply)

- **The school will provide the following:**
 - School letters (Varsity/Service) to the students who complete 100 or more hours of community service and do **not** currently have a letter
 - Chevron/Star pins to students who complete 100 or more hours of community service and currently have a school letter
- **Arrowhead United Way will provide the following:**
 - School letters (Varsity or Service) to students who complete 100 or more hours of community service and do **not** currently have a letter.
 - If checked please provide the following information regarding your school's varsity/service letters.
 - Chevron/Star pins to students who complete 100 or more hours of community service and currently have a school letter.

Company:	Phone:
Address:	Description of Letter (Varsity/Service; Colors):

- Presidential Volunteer Service Award to the students who complete 250 or more hours of community service

I, _____ understand and accept the duties of the school site coordinator.
The information I have provided is true and accurate to the best of my knowledge.

Signature _____ Date: _____



ARROWHEAD UNITED WAY

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