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 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:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>E-Mail:</td>
<td>Best Way to Reach You?</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Company:</th>
<th>Phone:</th>
</tr>
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<tbody>
<tr>
<td>Address:</td>
<td>Description of Letter (Varsity/Service; Colors):</td>
</tr>
</tbody>
</table>

- 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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