



RCEW Building, Suite 6  
One University Boulevard  
St. Louis, MO 63121-4499  
Telephone: 314.516.4106  
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January 2012

Dear High School Student:

UMSL Volunteer Services Office is excited to announce the third year of the SERVICE ACADEMY. High school students will be selected to serve volunteer hours on the campus during the summer of 2012. The application process includes a comprehensive application, letters of reference and an interview with the UMSL Volunteer Coordinator. Applicants will have the opportunity to select from a listing of departments and positions that best fit their schedule and skill set. All students must commit to a minimum of 20 hours of service over the summer. Any hours under the minimum will not be verified by the Volunteer Services Office.

All interested high school students (including those already registered in our program) will need to complete the SERVICE ACADEMY application materials by March 1, 2012, in order to be considered for this summer program.

Additional information regarding the program and an updated listing of possible volunteer placements will be available on our website: [http://www.umsl.edu/services/volunteer/application/Service\\_Academy.html](http://www.umsl.edu/services/volunteer/application/Service_Academy.html)

If you have questions regarding the SERVICE ACADEMY, please contact our office at 314-516-4106.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Pawloski".

Elizabeth Pawloski  
UMSL Volunteer Coordinator



## UM-St. Louis Volunteer Services

### 2012 Service Academy

#### **What is the Service Academy at UMSL?**

In order for the UMSL Volunteer Services Office to better accommodate the number of High School students requesting volunteer placements at UMSL—the Service Academy was developed. A specific number of students will be selected to serve hours on the campus during the summer of 2012. The application process will include a comprehensive application, letters of reference and an interview with the UMSL Volunteer Coordinator. Applicants will have the opportunity to select from a listing of departments and positions that best fit their schedule and skill set.

#### **What are the dates of the program?**

The 2012 dates for the Service Academy are June 11-August 3, with positions available 8:00am-5:00pm Monday-Friday. *Volunteers are not guaranteed a specific number of volunteer hours per week. Each participant's hours will vary depending on their placement on campus.*

#### **How many hours can I expect to serve?**

A minimum commitment of 20 hours is required. The schedule for each volunteer position will vary based on the placement location. Students are welcome and encouraged to contribute beyond 20 service hours.

#### **How many students will be chosen?**

The number of students selected to be part of the Service Academy will be dependent on the number of available placements.

#### **Who is eligible to apply?**

Any student currently enrolled in a local high school at the time of application is eligible to apply for the program.

#### **What is the application process?**

- STEP 1: Submit Service Academy Volunteer Application and letters of reference from 2 current or past teachers or counselors.
- STEP 2: Selected candidates will interview with the Volunteer Coordinator.
- STEP 3: Final candidates are invited to attend Orientation.

#### **Important deadlines for 2012:**

Application deadline	March 1
Interviews held on campus	March 19-23 (individually scheduled during Spring Breaks or additional dates by special arrangement)
Applicants notified of placements	April 15
Mandatory Orientation	Wednesday, June 6, 10:00-11:00 am
Service Academy Held	June 11-August 3



## 2012 Service Academy Volunteer Application

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone (\_\_\_\_) \_\_\_\_\_ Mobile Phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

What school do you attend? \_\_\_\_\_ Last Day of School \_\_\_\_\_

Are you planning to attend the BRIDGE program on the UMSL campus this summer? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you attending summer school? No \_\_\_\_\_ Yes \_\_\_\_\_ Dates \_\_\_\_\_

Grade in school (List the grade you will have completed by summer 2012) \_\_\_\_\_

Name of Parent(s) or legal guardian: \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Alternate Emergency contact if person listed above is not available: \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Do you have any health limitations? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

How did you become interested in our Volunteer Program?

\_\_\_\_\_  
\_\_\_\_\_

What do you hope to gain from your volunteer experience?

\_\_\_\_\_  
\_\_\_\_\_

Previous Volunteer Experience:

\_\_\_\_\_  
\_\_\_\_\_

What are your plans for the future?

\_\_\_\_\_  
\_\_\_\_\_

I am interested in volunteering in the following areas: (check all that apply)

- Office Support
- Child Care Assistant
- Athletics (Basketball Camp Assistant)

Return completed application materials by **March 1, 2012** to:  
UMSL Volunteer Services, One University Blvd, RCEW Building, Suite 6, St. Louis, MO 63121

## REQUIREMENTS FOR SERVICE ACADEMY VOLUNTEERS

1. **Grade:** All High school students are eligible to apply. Space considerations may limit the number of freshman and sophomores selected.
2. **Letters of Recommendation:** High school volunteers must submit 2 letters of recommendation, either from their school principal, guidance counselor, and/or a teacher.
3. **Interview:** Applicants will be contacted to schedule an interview.
4. **Orientation and Training:** All high school volunteers are required to successfully complete the orientation and training classes as outlined during the interview.
5. **Commitment:** High school volunteers are asked to commit to a minimum of 20 hours of service during the summer. Letters of completion will only be sent when the 20 hour requirement is reached.
6. **Willingness:** Volunteers should have a sincere desire to perform a community service and be helpful in any area where assigned.
7. **Responsibility:** Volunteers should have a genuine sense of responsibility to the UMSL Campus. High School volunteers should follow Volunteer Guidelines, which will be discussed at orientation.
8. **Dependability:** Volunteers are expected to be faithful in attendance, giving notice of planned absences in advance and notifying the Volunteer Office of an emergency absence.
9. **Uniform:** Designated Volunteer uniforms shirts will be distributed at the Orientation session at no cost to the volunteer. Specific dress requirements may be required from campus departments based on individual volunteer positions.
10. **Transportation:** Volunteers must arrange and provide their own transportation to and from the campus.

I have read the above requirements, understand them, and wish to apply to be a Service Academy Volunteer for summer 2012.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

I have read the above information and give my permission for the applicant to become a volunteer at UMSL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian – if student is under 18)

# Service Academy - Youth Volunteer Service Application Addendum

PLEASE PRINT (to be completed by the parent/guardian of youth under 18 years of age)

Youth Name: \_\_\_\_\_ DOB: \_\_\_\_\_

List any tasks/activities that your child is not allowed to perform:

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Is your child allowed to have access to the Internet:  Yes  No

If your child requires a lunch break during the volunteer service, is your child allowed to leave the campus?

Yes  No

If yes and there are specific instructions concerning leaving the campus, list below:

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How will your child be arriving and leaving from the campus?

- Parent's transportation  His/Her own vehicle  
 Public transportation  Friend's or friend's parent's vehicle  
 Walk/Bicycle  Other: \_\_\_\_\_

List any other special instructions concerning your child's volunteer service position:

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**Parent Information:**

Mother's place of employment: \_\_\_\_\_

Home phone: ( ) \_\_\_\_\_ Work phone: ( ) \_\_\_\_\_

Cell phone: ( ) \_\_\_\_\_ Other phone: ( ) \_\_\_\_\_

Father's place of employment: \_\_\_\_\_

Home phone: ( ) \_\_\_\_\_ Work phone: ( ) \_\_\_\_\_

Cell phone: ( ) \_\_\_\_\_ Other phone: ( ) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**2012 Service Academy  
Volunteer Application  
REFERENCE FORM**

\_\_\_\_\_, who is applying to University of Missouri-St. Louis Service Academy Volunteer Program, has the following attributes that demonstrate his/her ability to be a good team member:

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Describe the reliability and willingness of the applicant. In your opinion, will he/she be able to commit to volunteering at UMSL?

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Has the applicant maintained a **C** or above? \_\_\_yes \_\_\_no

Has the applicant maintained regular school attendance? \_\_\_yes \_\_\_no

Other comments regarding the student:

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\_\_\_\_\_  
Name of Teacher/Guidance Counselor/School Principal (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**2012 Service Academy  
Volunteer Application  
REFERENCE FORM**

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Describe the reliability and willingness of the applicant. In your opinion, will he/she be able to commit to volunteering at UMSL?

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Has the applicant maintained regular school attendance? \_\_\_yes \_\_\_no

Other comments regarding the student:

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\_\_\_\_\_  
Name of Teacher/Guidance Counselor/School Principal (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 2012 Service Academy Volunteer Position Categories

### PLEASE NOTE:

**Volunteers are NOT guaranteed a specific number of volunteer hours per week. Each participant's actual schedule will vary depending on their placement on campus.**

#### **Office Support Positions**

*(Various campus departments)*

Assist with general office support duties such as filing, front desk receptionist coverage, computer work and special projects.

#### **Child Care Assistant**

*Working with children ages 6 weeks-5 years old*

*(University Child Development Center)*

Assist staff in encouraging and guiding children in activities such as outdoor play, music or art. Organize books, toys and other supplies. Additional clerical duties as needed in office.

#### **Basketball Camp Assistant**

Available hours: Three 5-day camps- Monday-Friday

7:00 am-11:00am, 1:00pm-5:00pm

Assist the UMSL basketball coaches with the summer basketball camp for ages 8-18 including: set-up basketball court and gather equipment; assist in drills, record stats and score keeping. Mornings are devoted to the teaching of individual skills. In the afternoon, the emphasis is on team play and competition.