



MONSANTO



MISSOURI COMMUNITY SERVICE COMMISSION – MONSANTO HIGH SCHOOL STUDENT-VOLUNTEER COMMUNITY SERVICE SCHOLARSHIP AWARD NOMINATION

The Missouri Community Service Commission (MCSC) has established an outstanding state-wide awards program. It provides scholarships for high school student-volunteers who are committed to improving their communities, while inspiring others to serve through their volunteerism. Freshmen, sophomores, juniors, and seniors who attend a high school in Missouri and reside in Missouri, are eligible to be nominated if they meet or exceed the nomination criteria. Eight student-volunteers will be selected to receive an award for the 2017-2018 funding year. The MCSC is most grateful to the Monsanto Company for their generous donation to continue funding the eight \$1,000 scholarships.

2017-2018 Nomination Criteria

To be considered for the scholarship award, the sponsoring high school will certify that the student-volunteer nominated has met the following criteria:

1. A positive school citizen who demonstrates a caring and considerate attitude toward other students and faculty.
2. For a student-volunteer to be considered for this award, community service must be completed by **February 28, 2018**. Student-volunteers must meet or exceed 50 to 200 community service hours, based on their grade 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 volunteer hours to qualify
 - Sophomore: - 100 cumulative volunteer hours to qualify
 - Junior: - 150 cumulative volunteer hours to qualify
 - Senior: - 200 cumulative volunteer hours to qualify
3. Student-volunteers may not receive any payment for community service hours.
4. Student-volunteers seeking nomination for this award must submit a typed 250 word minimum summary in essay format regarding the educational value and/or the impactful insights that they have realized through their volunteer experience.
5. Immediate family members of current MCSC Commissioners are not eligible for this award.

Refer to "FAQs – What Qualifies as Community Service?" on the MCSC web site www.movolunteers.org and pages 12-13 (of this application) for questions about qualifying community service.

Applying for the Scholarship

To ensure that all the required information is provided and consider a student-volunteer's application for a scholarship award, it is strongly recommended that you follow the steps below:

Step 1: Complete **Section 1: High School Certification**. This section provides all the necessary contact information to process the application and verifies that the counselor has reviewed the application for accuracy and completeness.

Step 2: Complete **Section 2: Non-Profit Organization**. This evaluation must be filled out by a director, supervisor, civic leader, pastor, or other individual of an approved organization in which the student-volunteer has served.

Step 3: Complete **Section 3: Student-Volunteer's Log of Activities**. Use an existing form or the sample provided in this nomination package. The documentation must verify the appropriate number of hours for the student-volunteer's grade level.

Step 4: Complete **Section 4: Essay**. All of the questions listed must be addressed. The essay must also be a minimum of 250 words and a maximum of 500 words.

Step 5: Complete **Section 5: Summary of Service Projects**. A brief summary to showcase the student-volunteer's service and volunteerism and 5 (five) digital photos: 1 headshot and 4 action shots of the student-volunteer participating in a service activity must be included.

Step 6: The student-volunteer's high school counselor should verify his/her eligibility to apply for the scholarship award and certify the volunteer service. **A maximum of eight (8) applications can be submitted from the high school. The high school can select two student-volunteers from each grade from their pool of applicants to be considered for the scholarship award.**

Step 7: The high school counselor must then scan and e-mail the nomination(s) to Christine Gardner at christine.gardner@ded.mo.gov by **3:00 p.m. on Friday, March 2, 2018.** **Again, you may submit a maximum of eight (8) nominations (two per grade level).** The scholarship award recipients will be notified by **Tuesday, April 3, 2018.**

If you have any questions, contact Christine Gardner (*with the Missouri Community Service Commission*) at (877) 210-7611 or (573) 526-7559.

Section 1: High School Certification

The following student-volunteer has been certified as eligible for this scholarship award and has been selected to represent his/her grade:

Student-Volunteer Name: _____

Grade Level (Freshman, Sophomore, Junior, or Senior):

High School Name: _____

Address 1: _____ Address 2: _____

City: _____ Zip Code: _____ County: _____

High School Counselor's Name: _____

Counselor's Phone Number: _____ Counselor's e-mail address: _____

Date: _____ High School Counselor's Signature: _____

STUDENT CONTACT INFORMATION

Mailing address:	_____				
City:	_____	Zip Code:	_____	County:	_____
Student-Volunteer's e-mail address:	_____				
Parent/Guardian(s) e-mail address	_____				
Parent/Guardian(s) phone number:	_____				

Note: (must provide contact information for the Parent/Guardian; preferably an e-mail address or both)

Section 2: Non-Profit Organization

High School Student-Volunteer
Community Service Evaluation

Non-Profit Organization: _____

Please complete the following evaluation of _____

Student-Volunteer.

Remember: Student-volunteers must not be paid for their service and it must be done through a non-profit organization approved by their high school such as a nursing home, hospital, service club, faith-based organization, etc. Volunteer work for a private business will not be accepted. You may submit up to three (3) evaluations per student-volunteer. If you have any questions about whether a non-profit organization qualifies, contact Christine Gardner at (573) 526-7559.

1) What is your role in the organization?

2) Please describe the type of service(s) the student-volunteer provided:

3) How many hours of service did the student-volunteer provide to the organization during the period of June 2017 to March 2018? **Reminder: Section 3: Student-Volunteer Log of Activities must be completed and signed.**

4) Are you related to this student-volunteer? Yes No

5) Did you supervise this student-volunteer directly? Yes No

If no, can you attest to the service provided by the student-volunteer? Yes No

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

7) Please describe the impact/value of this student-volunteer's efforts to the organization and/or the community:

8) Did this Student-Volunteer recruit others to volunteer at your organization? Yes No Don't Know

If yes, please explain:

9) Rate this student-volunteer in terms of the following service behavioral clusters, using the 7-point rating scales below. Circle the number that accurately reflects your rating for each factor. Discuss the rating with the student-volunteer. The components below will help the student-volunteer to be even more successful in future volunteer positions, school environment, and in employment positions. The signature below attests that this step was completed.

(1) Responsibility/Dependability	Poor			Average		Outstanding		
Shows concern for others (co-workers and those assisted)	1	2	3	4	5	6	7	N/A
Works when expected/scheduled	1	2	3	4	5	6	7	N/A
Arrives on time/is punctual	1	2	3	4	5	6	7	N/A
Completes assigned tasks	1	2	3	4	5	6	7	N/A
Listens carefully to instructions	1	2	3	4	5	6	7	N/A
(2) Attitude During Work	Poor			Average		Outstanding		
Shows courtesy and respect	1	2	3	4	5	6	7	N/A
Asks questions/uses resources	1	2	3	4	5	6	7	N/A
Accepts tasks willingly	1	2	3	4	5	6	7	N/A
Volunteers for extra duties	1	2	3	4	5	6	7	N/A
Helps in a difficult situation	1	2	3	4	5	6	7	N/A
Completes what he/she begins	1	2	3	4	5	6	7	N/A
(3) Overall Impact/Value of Student-Volunteer's Activities	1 Very Low	2	3	4 Moderate	5	6	7 Very High	

Name of agency individual completing this form: _____

Signature of agency individual completing this form: _____

Phone Number: _____

Date completed: _____

Section 3: Student-Volunteer's Log of Activities

Please use an existing form or the "sample" template provided on the next page to log and explain your community service activities. It is not a requirement to use the "sample" template. However, if a different form is used, it is still a requirement to provide the information listed below. If the student-volunteer has applied for this scholarship in previous years, it is permissible to use a copy of those logs for this application cycle.

- Date the community service activity was performed. It is preferred that the dates of service are arranged in chronological order.
- Name of the agency/organization where the community service activity was completed.
- Brief explanation of the community service activity completed.
- Student-volunteer's grade level at the time the community service activity was completed.
- Total number of completed hours for each community service activity.
- Signature of the person who supervised the student-volunteer or person from the agency that can attest to his/her community service.
- A service code to categorize the community service activity. (see below)
- Printed name, signature and phone number of the person who supervised the student-volunteer or person from the agency that can attest to his/her community service.
- Signature of a parent/guardian of the student-volunteer.
- Signature of the student-volunteer.

***Service Codes (refer to the "sample" activity log; column entitled 'Service Code')**

1. Community Improvement
2. Disaster Relief
3. Elderly Assistance
4. Environmental
5. Health-Related
6. Historical-Related
7. Hunger & Homelessness
8. Literacy & Education
9. Public Safety & Violence Prevention
10. Youth Serving Youth
11. Other _____ (specify what "Other" represents)

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

Agency:	
Supervisor's Name:	
Supervisor's Signature:	
Supervisor's Phone Number:	

Agency:	
Supervisor's Name:	
Supervisor's Signature:	
Supervisor's Phone Number:	

Agency:	
Supervisor's Name:	
Supervisor's Signature:	
Supervisor's Phone Number:	

Agency:	
Supervisor's Name:	
Supervisor's Signature:	
Supervisor's Phone Number:	

Agency:	
Supervisor's Name:	
Supervisor's Signature:	
Supervisor's Phone Number:	

Parent/Guardian's Signature	
Student-Volunteer's Signature:	

Section 4: Essay

The essay should highlight the educational value and/or the impactful insights that were learned through the volunteer experience. It should also articulate a clear explanation of why the student-volunteer became a volunteer and how it impacted him/her personally. In the box below, type a summary with a minimum of 250 words and a maximum of 500 words. Student-volunteers are encouraged to write the essay on his/her own. However, it is acceptable for the student-volunteer to ask for assistance to help him/her prepare it for submission. **The following questions must be addressed in the essay:**

- ▶ What inspired you to serve and volunteer in your community?
- ▶ How has volunteering helped you to demonstrate leadership both in and out of school?
- ▶ How has one of your special accomplishments contributed to a specific community service project?
- ▶ How has your most meaningful achievements (in service and volunteerism) related to the field of study you plan to pursue and your future goals?
- ▶ Why are you a good candidate to receive this award?

Section 5: Summary of Service Projects

In the box below, provide a small write-up that showcases (2) service projects that inspired you to serve and volunteer; or has impacted you to continue to serve and volunteers. Also, include any other community service efforts you would like highlighted. This information may be used for media purposes, marketing materials, awards ceremony, etc. Below is an example used in previous media releases.

You must also provide 5 (five) digital photos: 1 headshot and 4 action shots of the student-volunteer performing community service.

Example of Media Release:

John Williams has kept Missouri's highways clean from trash, mentored youth, and volunteered at a women's shelter. But his zeal for preserving agriculture and sustaining future generations prompted him to develop and implement a program in school called, "Where Does My Food Come From?" This program introduces younger children to taste various foods, investigate the plants or animal associated with each food, and includes a hands-on project. Also, there is a coloring contest which displays the art in the school cafeteria to promote good food choices. It does not stop there! A book about agriculture and food is read to the children, giving them an opportunity to ask questions. For each question asked, John donates a can of vegetables to the local food bank in the child's name. He also donates each book (which is purchased with his own money) to the school library. John states, "If I can teach one child that milk doesn't start out in a carton and cereal isn't grown in a box, I have accomplished something really important for the future of agriculture." As the Missouri FFA Area 9 President, he is well on his way to fulfill his plans to study chemical engineering and agricultural biotechnology in college.

Checklist to Submit MCSC-Monsanto Scholarship Application

This sheet is to assist you with ensuring that you have included all documents required to be considered for the MCSC-Monsanto Scholarship Award. Any missing documents will automatically disqualify your application. **REMINDER:** the **deadline** to submit the application is **by 3:00 p.m. on Friday, March 2, 2018.**

	CHECKLIST	PAGE #	✓
1.	Completed Section 1: High School Certification section.	3	
2.	Completed Section 2: Non-Profit Organization section. <i>(may submit a maximum of 3 evaluations)</i> <ul style="list-style-type: none"> ▪ Answered questions. ▪ Included the name, signature and phone number of individual completing the evaluation. ▪ Included the completion date of the evaluation. 	4-5	
3.	Completed Section 3: Student-Volunteer Log of Activities section. <ul style="list-style-type: none"> ▪ Provided a complete log to include all categories listed. ▪ Included the name, signature, agency, and phone number of individual attesting to the student-volunteer's community service activities. ▪ Included the signature of the parent/guardian. ▪ Included the signature of the student-volunteer. 	6-8	
4.	Completed Section 4: Essay section. <ul style="list-style-type: none"> ▪ Answered all of the questions listed. 	9	
5.	Completed Section 5: Summary of Service Projects section. <ul style="list-style-type: none"> ▪ Included a small summary of projects to highlight 2 service projects. ▪ Submitted 5 digital photos- 1 headshot and 4 action shots. 	10	



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Missouri Community Service Commission/Monsanto High School Student-Volunteer Community Service Scholarship Awards FAQs (Frequently Asked Questions) - What Qualifies as Community Service?

Q1: Where can community service hours be completed?

A1: Hours can be completed at any not-for-profit agency, nursing home, hospital, or any other organization approved by your High School. Hours will not be accepted that are done for a private business. Community service completed both within and outside the school year is acceptable.

Q2: Can students perform community service by campaigning for an individual candidate or proposition?

A2: No. While there is great value in students becoming more civically involved, we do not want to mislead the community by having students campaign for any individual or political initiative. Students may volunteer their time by working for voter registration drives or other *non-partisan, non-issue biased* general voter involvement activities.

Q3: Can students perform community service at their church or place of worship?

A3: Yes. Students are encouraged to find service sites in which they are already involved and are comfortable. However, we will not accept any hours that are during one's worship service time. (This includes participation in choir, ushering, A-V help, etc.) Acceptable hours include: Vacation Bible Schools, church picnics/dinners, service projects in the community, mission trips, general church maintenance, schools, and/ or day cares.

Q4: Can students volunteer at a daycare?

A4: Students may volunteer at a child or adult daycare ONLY if the daycare is a recognized non-profit agency through the IRS. Hours completed at licensed private daycares will not be accepted. Daycare operations run at schools and churches are acceptable.

Q5: Can students perform community service during the school day?

A5: Students are allowed to do community service at school only through established programs such as school-approved tutoring and/or mentoring programs, such as the A+ program.

Q6: Can students perform community service on a High School campus?

A6: Yes. Students can participate in any of the programs approved by their High School. Additionally, students can help with sports team management (50 hours max per school year), help with a play or musical, or participate in major school projects, which are service-related. Students are not allowed to do classroom assistance unless they receive prior approval. Regarding service-learning projects, students may count the hours if all of the following conditions exist: 1) the project is clearly defined as student-led; 2) the project started with an investigation of the needs of the local community; and 3) the project identifies improvement opportunities relating back to their classroom learning.

Q7: Is participation in a club considered community service?

A7: No. Club meetings, fundraisers and general activities do not qualify as approved community service. However, many of the clubs and extra-curricular activities at your High School may do service projects. Students have many opportunities to get involved with a variety of service project activities. Generally, any service project that is approved by the local High School counselor will be acceptable. Service projects such as food drives, toy drives, and home weatherization/renovation, as well as independent work on a Girl Scout Gold Award or Eagle Scout project are some examples.

Q8: Can court-appointed community service hours be counted for this student-volunteer award program?

A8: No. These community service hours will not be counted.

Q9: Where can students find opportunities for local service?

A9: A new comprehensive clearinghouse of volunteer opportunities can be found at www.serve.gov. As non-profits learn about its availability, register their service projects for free and post their volunteer needs. The "All for Good" search engine will be easy for school coordinators and student-volunteers to use to help find local opportunities for service.

Q10: Can students start-up their own local service projects and count those hours of actual community service?

A10: Yes. Students may find helpful tool kits on the web to "start-up" their own local service projects. They need to engage the help of a High School advisor for guidance and for certification of service hours provided.

More questions??? Contact:

John Albright
314-354-8283
homeport1@charter.net

Cheryl Hibbeler
636-272-8160
chibbeler72@gmail.com

Students are encouraged to embrace the spirit of service by finding non-profit organizations in the community that need their help!