



Thank you for your application! Keep the information for your records.

You can mail your ManaTEEN Application to : 4501 Manatee Avenue West, #202 – Bradenton, FL

You can scan and email our ManaTEEN Application: [manateens@volunteersmanatee.org](mailto:manateens@volunteersmanatee.org)

*You can also attach any information you would like us to begin your ManaTEEN Record with; like prior service hours or volunteer experience with verified documentation.*

## ManaTEEN Tips

As soon as we receive your ManaTEEN Application we will add you to the database within 2 days. You will begin to get 2-3 emails a week with information about our latest volunteer opportunities. After each opportunity listed, there will be contact information to sign-up. You can pick and choose what works with your schedule and interest. We make nothing mandatory and there are no fees to participate.

Also, we host ManaTEEN New Member Orientations twice a month for those who are interested in attending. **WELCOME!**

### **Do you have any questions or concerns about your ManaTEEN service hours or current volunteer opportunities?**

Please call Laura Tripp or email her with: Your question, Name, School and best form of reply contact information.

Laura's Contact Info: (941)761-3207; [laura@volunteermanatee.org](mailto:laura@volunteermanatee.org) We would love to see you and meet you in person! However, our office hours vary - so PLEASE consider making an appointment or calling us before stopping by

Best times to call: Monday, Wednesday or Friday; 10am-4pm. Emails typically get answered within 2 business days :o)

### **Do you need your service hours sent to your school for your transcripts or proof of hour completion for job apps etc?**

We do keep track of your service hours for you and we are happy to send documentation to your school upon request. We can also help write letters of recommendation and service verifications for job, scholarship, or award applications.

Please email [manateens@volunteermanatee.org](mailto:manateens@volunteermanatee.org) with your full name, school and grade and a description of what you request. It typically takes 3-4 business days to verify and send a letter of service documentation to your school or home.

### **Did you know that we also will track service hours that you DON'T do through ManaTEENs on your ManaTEEN Record?**

Are you involved with your church, school clubs or other community organizations; like scouts? We encourage you to seek out other service outlets... let us know about it! We will keep track of whatever you would like. Just be sure to send us the proper documentation.

### **How?**

*Just send us an email with:* your full name, a description of your service activity(s), the name of benefiting organization, dates/times, total hours and a contact persons name with phone number or email address that who can verify your participation.

We also accept letters from a verifying agency contact too.

We will document your service information onto your ManaTEEN Record, so that way you have ALL your service history documented in one local spot. You can check it anytime, too. It is really important to keep up-to-date service records.

## **WELCOME TO ManaTEENs!**

Your ManaTEEN Record has all kinds of attachments, including emails sent from you documenting service, letters from verifying organizations, service hours and other miscellaneous items. We keep as much info for you so that when you are preparing to graduate and applying for scholarships you'll have a great service portfolio.

So send us whatever you would like to keep on file. Its here until you graduate, so use it!

*... Although you will always have a ManaTEEN sign-in sheet available to you at every event and may have a school service form...*

**CREATE YOUR OWN SERVICE PORTFOLIO!** We advise [all ManaTEENs](#) to bring a notebook with them to all service projects and use it to document your service history. Write detailed descriptions of your volunteer duties, make sure to have correct dates/times, always try to get contact info from every event and volunteer coordinator, get signatures/business cards ... whatever you can grab! You may also want to write a small "reflection" after each volunteer experience. Write about what you liked, what you didn't like, etc. This information will help you with future scholarship or award application essays - it will help jump start your memory of that particular project. The more info you keep the easier it'll be when you start applying for scholarships and awards or may help clarify your service inquiries. Remember, we aren't perfect and neither is your school, we sometimes make mistakes.

You gotta take responsibility of your service and document **EVERYTHING!**

**As a member, please remember to always sign a ManaTEEN Sign-In Sheet when you see one.**