

How the WHS Octagon Club Works



1. Turn in an **Octagon Club application** form. (In E10)
2. Turn in a **WHS Community Service packet** (Available in IVP Porter's office or on the WHS website) Follow the directions in the packet for filling in information as an Octagon Club member. Bring the packet to Mrs. Keller to sign the "Organization" page. We will turn the packet in to Ms. Porter's office. If you have questions, see Ms. Coughlin in E10.
3. Attend weekly meetings on Mondays in E10 at lunch. Sign the attendance roster. Stay for the entire meeting to earn 0.3 hours/service.
4. Sign up in the red club binder for volunteer opportunities advertised on the weekly meeting agenda. (The point of the club is to volunteer.)
5. Attend the events for which you sign up! Wear WHS and/or Octagon gear if possible. Check in with a supervisor and/or club officer at the event to verify your participation. If you sign up but cannot attend, check in ASAP first with the organizer of the event and second with Ms. Coughlin (kcoughlin@seq.org).
6. RIGHT AFTER your volunteer event, register your participation hours on the **club Google form**: goo.gl/Ps8C6j.
7. If you have an idea for your OWN volunteer work separate from club events, complete an **Octagon Outside Work Form** (available in E10) BEFORE you begin volunteering.
8. Each semester, 15 hours of service = 1 credit on WHS transcript.