

**M E M O R A N D U M**

TO: Sponsors of Activities and IB/AP Teachers

FROM: Scott Cohen, Activities Director

**RE: ACADEMIC/ACTIVITIES LETTER**

\_\_\_\_\_ is applying for an Academic/Activities letter. In order to receive a letter, a student must accumulate a total of **ten points evenly distributed in two categories** – academics and activities.

The primary goal is to reward a student for academic/activity success in a manner similar to the letter reward of a varsity athlete. The award should represent a significant contribution to the school, and students should only be given points for true participation. To be awarded points for academics and activities, a student must be an active participant.

When you sign for a student in any category, please be aware of the original intent. **A student is not automatically entitled to points for any activity. He/she must be a positive participant.** For example, election to an office does not automatically guarantee a point. A sponsor must be satisfied that the officer has carried out his/her duties in order to qualify. In certain indicated areas, there is a possibility of a sponsor awarding more than one point for membership. In those cases two points would indicate participation above and beyond that expected.

**ALL PAPERWORK IS DUE BY APRIL 27, 2018**

# ACADEMIC/ACTIVITIES LETTER

In the school year 2017-2018, \_\_\_\_\_ has accumulated points for a letter in the following areas:

## ACADEMICS

CATEGORY	TEACHER/RECORDS/ COUNSELOR SIGNATURE	NUMBER OF POINTS
<b>AP/IB Class (not pre-IB or Honors)</b> <b>B or C = 1 point</b> <b>A = 2 points</b>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Outstanding Accumulative GPA</b> <b>3.0 – 3.49 = 2 points</b> <b>3.5 – 4.0 = 3 points</b>		
_____	_____	_____
<b>Off Campus Class</b> <b>Minimum C Average = 1 point each</b>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Academic Awards</b> <b>Junior Escort, etc. = 1 point each</b>		
_____	_____	_____
_____	_____	_____
<b>Yearbook or Newspaper Staff</b> <b>Staff = 2 points</b> <b>Editor = 1 additional point</b>		
_____	_____	_____

## ACTIVITIES

<b>ACTIVITY</b>	<b>SPONSOR SIGNATURE AND CLUB NAME</b>	<b>NUMBER OF POINTS</b>
<b>Club Membership</b>		
• <b>Member OR</b> = 1 point	_____	_____
• <b>Active member</b> = 2 points (as defined by sponsor)	_____	_____
• <b>Club Officer</b> = 1 point	_____	_____
<b>Student Government</b>		
= 2 points	_____	_____
<b>Major Performing Group</b> (Band, Orchestra, Choir, Play Production) = 2 points		
	_____	_____
<b>Activity Oriented Recognition</b> (District Art Show, International Thespians, National Forensics League, Honor Bands, State Speech Meet) = 1 point		
	_____	_____
<b>Special Recognition for Service</b> (Rotary Masonic, etc.) = 2 points		
	_____	_____

**Students must have a minimum of 10 (ten) points to receive a letter. A minimum of 4 (four) points must be earned in each area.**