

MEMORANDUM

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 26, 2019

ACADEMIC/ACTIVITIES LETTER

In the school year 2018-2019, _____ has accumulated points for a letter in the following areas:

ACADEMICS

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

ACTIVITIES

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