
Reference Sheet C: Activity Sheet–Completed Sample

Michael Kate Student

Street Address
Town, ST Zip
Phone with Area Code

SPORTS

Team Name	Position(s) Held	Dates of Participation	Team Record/Tournaments/Awards/Leadership/Individual Accomplishments
Varsity Cheerleading	Back Spotter & Base	2012–2014	Captain (2013–2014) Cheered at all varsity football and basketball games.
Varsity Competition Cheerleading Team	Back Spotter & Base	2012–2014	Captain (2013–2014) Competed in LICCA competitions. Earned first place at Regional Championships.
JV Football	Right Guard	Fall 2013 & 2014	2013 Team Record: 5-3 Most Outstanding Defensive Lineman award (2013).
Varsity Hockey	Goalie	Winter 2012 & 2013	2012 Team Record: 17-9-1
JV Soccer	Midfielder	Fall 2014	Team Record: 13-1
Varsity Track and Field	Member	Winter 2009	2010 Record: 5-1 Second place in division.
Winter Varsity Track	Long-Distance Runner	Winter 2012	Competed in 300m and 600m races.

Clubs

Club Name	Position(s) Held	Dates of Membership	Goals/Responsibilities/ Leadership
Cantante	Member	2012–2014	Highly select vocal group that performs extremely difficult pieces of music, sometimes <i>a capella</i> .
Century Club	Member	2011	Completed more than 100 hours of community service.
Class of 2014	Member	2011–2014	Organized and participated in fundraising events to support class activities.
DECA Marketing Club	Member	2012–2013	Attended all meetings. Participated in competitive events. Earned second place in entrepreneurship district competition.
DECA School Store	Manager	2012–2013	Managed scheduling and inventory. Calculated inventory orders. Operated cash register. Processed cash transactions.
Earth and Outdoors Club	Member	2013–2014	Attended all meetings. Cleaned and maintained local community and beaches. Helped institute school-wide recycling program.
Environmental Club	Member	2008–2009	Attended all meetings. Brainstormed ideas and programs to promote “greener” lifestyle. Participated in cleanup events for the environment, school, and surrounding community.
Future Business Leaders of America	Member	2010–2014	President (2013–2014) Attended all meetings. Participated in resume workshop and business-card workshop. Organized fundraisers and field trips.
Peer Mediation	Nominated Member	2010–2012	Selected and trained as a peer mediator. Assisted classmates in conflict resolution.
Student Senate	Member	2011–2013	Participated in community service events, including various fundraisers and annual Christmas party for disabled children.
Vocal Movement	Member	2010–2012	Performed with highly competitive, select vocal/dance troupe. Traveled to performance venues, including Disney World, Washington D.C., and Canada.
Yearbook Club	Vice President	2013–2014	Designed page layout and theme for annual yearbook. Photographed clubs and sports teams. Collected and managed photos and data from members.

Activities

Organization Name	Activity Name	Dates of Membership/ Participation	Description/Responsibilities
Catastrophe	Founding Member/ Bass Guitarist	2010–present	Practice with band regularly. Perform at various venues, including street fairs and fundraisers.
Elite Gymnastics	Gymnastics Training	2003–present	Attend tumbling classes. Learn new techniques and practice good form.
B'nai Israel Temple	Youth Basketball	2010–2012	Attended all practices. Competed in weekly games.
WHS Orchestra	Cellist	2009–2013	Attended weekly lessons. Performed in all concerts.

Work Experience

Company Name	Position(s) Held	Dates of Employment	Job Responsibilities/ Recognition
Community Learning Group	Program Aide	September 2011–present	Supervise children with developmental disabilities at after-school program. Assist teacher with lessons, crafts, and activities.
Martin Drug Stores	Cashier	September 2009–present	Provide customer service. Operate cash register. Process cash and credit transactions. Stock merchandise. Arrange product display. Clean and maintain store. Collect carts.
Great Bay YMCA	Jr. Camp Counselor	Summer 2012 and 2013	Supervised 15 children, ages 7 and 8. Assisted campers with sports, crafts, and activities.
Self-Employed	Tutor	September 2010–present	Tutored fifth- and seventh-grade students in all subject areas.
Slices & Ices	Cashier/Cook	Summer 2011 and 2012	Provided customer service. Operated cash register. Processed cash and credit transactions. Prepared food and drinks. Cleaned and maintained counter and dining area.
Smith Family	Babysitter	Summer 2011	Supervised two children, ages 8 and 10. Prepared snacks and meals. Assisted children with homework and activities.

Awards and Honors

School/ Organization Name	Name of Award	Date of Award	Description of Achievement
National Honor Society	Inducted Member	September 2011–present	Recognized for outstanding academic achievement, community service, and teacher recommendation.
New York State Business and Marketing Honor Society	Inducted Member	September 2011–present	Recognized for outstanding academic achievement in business-education classes, community service, and teacher recommendation.
National English Honor Society	Inducted Member	September 2011–present	Recognized for outstanding academic achievement in English, community service, and teacher recommendation.
West High School	Principal's List	September 2009–present	Awarded to students who earn an overall average of 90 or above.
West High School Math Department	Math Honor Roll	September 2009–present	Awarded to students who earn a 90 or above average in math.
West High School Health Education Department	Health Student of the Month	April 2010	Recognized for high achievement and participation in health.
West High School Math Department	Departmental Scholar	June 2011	Recognized for high achievement and participation in math.
FBLA Tax Day Invitational Competition	First Place in Accounting	April 2010	Earned first place in regional competition.

Volunteerism

Organization Name	Program	Date(s) of Service	Services Provided/ Responsibilities
WATCH US Daycare	Program Aide	September 2010–June 2011	Provided children with snacks and drinks. Assisted children with homework. Supervised children during playtime.
Class of 2015	Parents' Night Out	December 2013	Planned activities and supervised children. Raised funds for class activities.
National Honor Society	Tutor	September 2012–June 2013	Tutored fifth-grade student in math. Tutored sixth-grade student in reading.
National Honor Society	Open House at West High School	September 2014	Greeted and guided parents to classrooms during community event.
National Honor Society	Annual Halloween Haunt	October 2013 and 2014	Set up, decorated, and participated in a Halloween event for elementary school children. Donated decorations and candy for the event.
St. Joseph's R.C. Church	Vacation Bible School Counselor	Summer 2014	Supervised 10 campers, ages 9 and 10. Assisted children with Bible lessons, crafts, and activities.
Student Senate	Invisible Children	Fall 2014	Sold bracelets to raise money for children in Uganda.
West Town Beautification Committee	Clean Up	Spring 2014	Cleaned and maintained surrounding community, including painting fences and planting flowers.
West High School World Language Department	Language Outreach Program	October 2013–May 2013	Planned lessons and taught Italian to elementary school children each week.
County Conference Cheerleading Association	Youth League Head Coach	Fall 2014	Taught fourth and fifth graders a competition routine. Coached sideline cheers at youth league football games.
West Town Soccer Club	Indoor Tournament	November 2010	Assisted with player/team registration. Processed registration fee transactions.