**Preparing Your Activity Chart**

# Due: Thursday, September 1, 2022 (by email or in person)

While a student’s academic record is the most important factor in admission to college, activities and interests often play a key role. To help you get organized for completing your applications and to provide your counselor with a comprehensive, up-to-date overview of your involvement, each senior will create an activity chart, to be submitted to their college counselor by Thursday, September 1.

# Preparing your Activity Chart

# Please review the attached sample to get a sense of content and a possible format that you could use.\*Note: If you already have a resume or activity list in a different format, you may submit that as long as it is up-to-date, as of September 2022, and includes all that you do outside of the classroom (i.e.: not just an employment resume).

1. Think about what categories make the most sense for your personal chart.

Potential Category Ideas:

* Extracurricular Activities (not including athletics)
* Awards and Honors
* Hobbies and Special Interests
* Athletics
* Work Experiences and Internships
* Volunteer/Community Service
* Music
* Religion
* Academic Enrichment
* Activities
* Leadership
1. Then arrange a chart which includes:
* Each activity
* Years of involvement
* Number of hours per week
* Position(s) held
* Brief description of activity
1. Tip: Include only activities you participated in during high school. **List activities in order of importance to you.**
2. Prepare a description of an activity

Describe the activity **briefly**, unless it is something that is common knowledge. Then, write a concise description of your personal contribution to the activity, especially if you played a substantial role in developing or leading it. Use active verbs to describe these contributions. In addition, include any awards or honors earned in the activity (you may want to include a separate category for awards/honors).

**Format of an Activity Chart – Example**

**YOUR NAME**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL SPONSORED (NOT ATHLETIC ACTIVITIES)** | **YEARS ACTIVE:** | **POSITION:** | **DESCRIPTION:** |
| **AMERICAN SIGN LANGUAGE CLUB** | 11th grade-1 hour per week | Co-founder, Vice President, Secretary | My friends and I founded this club after realizing that our only exposure to sign language was during class. We decided to form this club for more practice. |
| **STUDENT COUNCIL** | Grade 12 | Senior Representative | In this role I help plan school events and participate in community service projects. My greatest involvement has been taking the lead on a project to write cards to senior citizens during the COVID pandemic. I reached out to local nursing homes and then worked with others on Student Council to get the whole student body involved. |
| **WINDIGO** | 1210 hr/week | Layout Staff | *Windigo*, our school yearbook committee meets every day to work on our publications. Although I am on layout staff, I contribute in other ways such as taking pictures or interviewing people. Being on layout is very time consuming and a large responsibility because often I must stay after school to finish the layout in time for the deadline. |
| **CHAMBER SINGERS** | Senior: Leader Junior: Member | Singer, key leader | Chamber Singers is an elite, madrigal ensemble formed from members of the Concert Choir at Edina High School. When I was selected my junior year, only two other juniors were chosen. Composed of eighteen voices, of which most are seniors, we rehearse twice a week during our off-season, taking one night for our concert music, and one day for our carols. During the holiday season, we perform every day, and most days more than once until Christmas is over. |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATHLETICS** | **YEARS ACTIVE:** | **POSITION:** | **DESCRIPTION:** |
| **TRACK AND FIELD TEAM** | 10-1215 hr/week | Captain | I have been on varsity for three years running the 300-meter hurdles. My best time is 48.6 seconds. I was sixth in conference and qualified for section finals. I also am a triple jumper. I have lettered twice, was voted Most Improved last year and was elected one of the captains of the team. |

|  |  |  |  |
| --- | --- | --- | --- |
| **LACROSSE** | 2017-2020 | Center, Third Home, and Attack Wing. Captain | Lettered three years. Named captain for the 2019-2020 season. Won third in state in 2017 and won second in state in 2018. |
| **VARSITY COMPETITION CHEERLEADING TEAM** | 10th-12th (20 hr/wk Aug.-Mar.) | Captain | Voted captain senior year – duties include choreography of routines, organization of apparel and fundraisers, team motivation and enthusiasm, decision-making and problem solving. I am a liaison between coach, team members and parents. |
| **ULTIMATE FRISBEE** | 2018-2020 | Founder and Team Member | Founder and co-leader of Edina’s Ultimate Frisbee, supported by Youth Development/Youth Service. Participants meet weekly for informal games. Organizing Ultimate Frisbee taught me the importance of careful planning and marketing to attract participants. |

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMUNITY INVOLVEMENT/ VOLUNTEER ACTIVITIES** | **YEARS ACTIVE:** | **POSITION:** | **DESCRIPTION:** |
| **CONNECTING WITH KIDS: INTERGENERATIONAL DIALOGUE BOARD** | March 2018-present | Board Member | Connecting with Kids: Intergenerational Dialogue Board is a community board that focuses on how adults of all generations can connect with kids. One of my teachers recommended that I participate in a forum for the board in February 2018. Because of my ideas on creating a community youth board in Edina, they asked me if I would serve on the board. My responsibilities are to assist in implementing 14 actions that will allow adults to better connect with kids in the city of Edina, Minnesota. |
| **TUTORING AT JEFFERSON ELEMENTARY** | 10th Grade- 2 hrs week |  | Jefferson Tutoring is a group of students from Edina High School who went to Jefferson Elementary School in Minneapolis. I helped Spanish speaking children with their schoolwork. |
| **NERO-A ROCK BAND** | Grades 9-12 |  | Lead Guitar, Backup Vocals, Songwriter, Concert performances 2-3 a month. Performed at Edina High School, Minneapolis Parks, Red Sea, The Quest, First Avenue, Dinkytowner, Dunn Bros., The Depot, Eclipse Records, Beaners, Triple Rock, The Lab, The Garage, and 7th Street Entry. |
| **GREATER TWIN CITIES YOUTH SYMPHONY** | Grades 11-12, 35weeks/yr, 3 hour/wk |  | GTCYS is a group of youth orchestras, each directed by a different conductor. Playing in Concertina West in 11th grade and Philharmonic in 12th grade. The orchestras meet once every week to rehearse together and perform several times throughout the year. |

|  |  |  |  |
| --- | --- | --- | --- |
| **SOUTHDALE LIBRARY** | 27.6 hrs week/11 wks per yr | Volunteer | Researched and reworked library’s PopLinks website (“PopLinks provides a sampling of {…}online sources, covering both popular and classical materials, for literature, music, theater, film, radio and television). Developed PowerPoint presentation, detailing features and use of website. Working on the website, I learned about the different cultural outlets for the myriad interests of library patrons. I improved my ability to create meaningful and informative presentations as I developed the PowerPoint training. |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT** | **DATES:** | **POSITION:** | **DESCRIPTION:** |
| **SKIJAMMERS** | January 2017- present | Ski Instructor | SkiJammers is a local ski program that teaches kids how to ski. I participated in SkiJammers from ages 5-14. When I turned 14, they offered me a position as a ski instructor. After training for a year, I started teaching 8 to 10-year olds. I spend 9 hours on every Saturday in January and February teaching. |
| **DEER LAKE APPLE ORCHARD** | 12th grade-17 hrs/weekend for 6 weekends. | Concessions, manual labor working register, helping customers | While working at Deer Lake Orchard, I worked at the concession stand, sorted and bagged apples, as well as worked at the register and helped customers. The best part of working there was being exposed to so many different jobs at the same time. You are forced to multitask while still being productive. |

|  |  |  |
| --- | --- | --- |
| **AWARDS/HONORS** | **YEARS ACTIVE:** | **DESCRIPTION:** |
| **COMMUNITY SERVICE LETTER** | 2017-2020 | Community Service Letter awarded for 763.75 hours of community service (120 hours required for letter) and completion of a project demonstrating knowledge and understanding of service. |
| **BOOK AWARD RECIPIENT** | Grade 11 | Recipient of University of Richmond, Office of Admissions Book Award. Book awards are selected by the Edina High School faculty and are given to juniors who have excelled academically. “This award is given to a high school junior who exhibits extraordinary leadership in the academic arena as well as in extracurricular activities. This student must consistently demonstrate intellectual curiosity within the classroom that promotes discussion and enhances learning of others. In addition, this student has taken an active leadership role in a community service organization.” |