

EXCHANGE CLUB OF SPENCER



Application Instructions:

The Exchange Club of Spencer is proud to uphold its mission by celebrating the outstanding young members of the Spencer-East Brookfield community through the *18 Under 18* program. Established in 2021, this initiative honors individuals in grade 8 through age 18 who make a meaningful impact in their community—whether through their family, school, church, clubs, workplace, or neighborhood. These young leaders are recognized for exemplifying the following pillars of success:

Community Involvement, Work Ethic & History, Leadership, Caring & Selflessness and Citizenship/Patriotism

Familiarize yourself with Exchange Club of Spencer (spencerexchangeclub.org) and the 18 Under 18 application and process. Be sure your application is neat, legible, and complete, as incomplete applications may not be considered.

- Submit the APPLICATION on page 2 of this document.
- Submit a handwritten ESSAY
- OR
- Submit a VIDEO (3-5 minutes in length)
- Submit a LETTER OF RECOMMENDATION from, a counselor, a mentor, a boss, a clergy member, a teacher, a member of the Exchange Club or a family

Application deadline:

March 31, 2025 (NO EXCEPTIONS)

Eligibility to receive the 18 Under 18 Award:

The nominee must live or attend school in Spencer or East Brookfield and must be in grade 8 or older, up to age 18, as of June 1, 2025.

Application/Videos and/or Essays must be emailed or postmarked by March 31, 2025 - Exchange18Under18@gmail.com or to Spencer Exchange Club, P.O. Box 219, Spencer, MA 01562. Please do not submit the essay or application to the school.



EXCHANGE CLUB OF SPENCER



Application:

Applicant's Name: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____

Email: _____

School currently attending: _____

Age (As of June 1, 2025) _____ **Grade:** 8th 9th 10th 11th 12th

How do you plan to continue making an impact in your community in the future?

How did you hear about the 18 Under 18 program?

Have you applied for 18 Under 18 in the past? _____

If yes, were you selected as an 18 Under 18 recipient? _____ **What year?** _____

If so, in your essay or video please outline any significant achievements or actions you've taken since your last application that would make you a strong candidate for this award again.



Personal Achievements/Awards

Each application should highlight up to 10 of the applicant's most notable awards or achievements, including those related to athletics, scouting, academic excellence, community service, leadership, or personal talents. Be sure to provide a brief description of each award or achievement, including the year it was earned and any relevant details that showcase its significance. If there are no awards to include, this section may be left blank.

Date	Description

Volunteer Service Hours

Please use the space below to list 5 of your most recent volunteer community service activities. For each activity, include the following details:

Organization Name:		# Hours:
Activity Description:		

Organization Name:		# Hours:
Activity Description:		

Organization Name:		# Hours:
Activity Description:		

Organization Name:		# Hours:
Activity Description:		

Organization Name:		# Hours:
Activity Description:		

Instructions for Submitting Your ESSAY for the 18 Under 18 Application

The 18 Under 18 award honors young individuals who demonstrate outstanding character, leadership, and service. The essay component of the application provides an opportunity for the judges to gain a deeper understanding of your personality, values, and achievements.

Essay Requirements:

1. **Essay Length:** 500 words.
2. **Topics to Address:**
 - **Community Service:** Describe how you have positively impacted your community.
 - **Work Ethic & History:** Share examples of your dedication, hard work, and persistence in school, work, or personal projects.
 - **Leadership:** Highlight your leadership roles and how you have inspired others.
 - **Caring & Selflessness:** Discuss what you are passionate about and how you demonstrate care and compassion for others.
 - **Citizenship & Patriotism:** Provide examples of your patriotic actions and how you show pride in and contribute to your community or country.
 - **Personal Achievements:** Reflect on accomplishments that make you proud.
3. **Originality:** The essay must be written by you, the applicant. Essays written by someone else (e.g., parents, siblings, AI technology) will result in disqualification.
4. **Formatting:** Use clear, professional language. Essays should be typed - Double-spaced and use a 12-point standard font.

ESSAY Rubric:

The essay serves to evaluate applicants for the 18 Under 18 award, focusing on their achievements, community impact, personal growth, and alignment with the values of the Exchange Club of Spencer.

Criteria	0-1 Point	3 Points	5 Points
1. Content & Relevance	Mentions community service activities but lacks depth or clear impact. Examples may be vague.	Shows consistent participation in community service with relevant examples of contributions and impact.	Demonstrates a significant impact on the community through meaningful, sustained service. Provides detailed examples of involvement and outcomes.
3. Work Ethic & History	Mentions work ethic or history, but examples lack detail or connection to the topic.	Describes a solid work ethic with relevant examples of hard work and perseverance.	Provides strong evidence of dedication, persistence, and reliability in work, school, or personal projects. Offers clear examples of overcoming challenges or demonstrating initiative.
4. Leadership	Mentions leadership but lacks specific examples or depth.	Describes leadership roles with examples, though details may be limited. Shows evidence of influencing others positively.	Clearly outlines leadership roles, emphasizing the ability to inspire and guide others. Provides examples of successful outcomes or positive change.
6. Caring & Selflessness	Mentions caring or selflessness but does not provide specific examples.	Describes caring and selflessness with examples, though they may lack depth or impact.	Demonstrates consistent acts of kindness and selflessness with examples of how they have impacted others. Shows empathy and a commitment to helping others.
7. Citizenship & Patriotism	Mentions patriotism but does not provide specific examples or show a clear connection to their action.	Describes patriotism with relevant examples, though details may be limited.	Clearly articulates a sense of pride in and commitment to their community or country. Provides specific examples of actions or values that reflect patriotism.
8. Personal Achievement	Mentions achievements but lacks specific examples or detail about their significance.	Describes notable achievements with some detail, though the explanation may lack depth.	Highlights significant accomplishments with specific details about challenges overcome and lessons learned.

Instructions for Submitting Your VIDEO for the 18 Under 18 Application

Congratulations on taking this step to apply for the **18 Under 18** program! Your video is a key part of your application, so here are some important instructions to help you create an impressive submission:

1. Length

- Your video should be no longer than **5 minutes**. Practice ahead of time to stay within this limit.

2. Dress to Impress

- Present yourself as if you are attending a job interview. Dressing professionally shows effort and respect for the process.

3. Speak Clearly and Slowly

- Ensure your voice is clear and your pace is steady. Speak loudly enough for reviewers to hear you easily and enunciate your words carefully.

4. Plan Ahead

- Create a **cheat sheet** or outline to help you stay organized and on track. It's okay to use AI to help you gather your thoughts and it is acceptable to refer to your notes during the video if needed—just ensure they don't distract from your presentation.

5. Add Visual Interest

- Use **visual props** to make your video stand out. These can include items related to your community work, job responsibilities, or personal passions. Let your creativity shine!

6. Be Yourself

- Show your personality, energy, and enthusiasm. Reviewers want to get to know the real you, so don't be afraid to let your unique character and passions come through.

7. Have Fun

- This is your chance to shine and share your story! Enjoy the process and remember that this video is an opportunity to highlight everything that makes you a great candidate for this honor.

8. Video Submission

- Video or video links can be emailed to Exchange18Under18@gmail.com

VIDEO Rubric:

This rubric provides a guide for students to assess their video presentation and ensures their application highlights key aspects of their achievements, character, and community involvement. Scores range from **1 point** to **5 points** for each criterion.

Criteria	0-1 Point	3 Points	5 Points
1. Personal Presentation	Appearance is casual or not suited for a professional setting.	Appearance is neat but could improve for a professional context.	Appearance is professional, polished, and appropriate for a job interview.
2. Community Involvement	Mentions little or no involvement in the community.	Describes involvement in the community but lacks specific examples or impact.	Clearly and passionately describes significant community involvement with concrete examples of impact.
3. Work Ethic & History	Does not mention having a job or does not explain responsibilities clearly.	Describes a job or responsibilities but lacks detail about skills or contributions.	Provides a clear, detailed explanation of job history, responsibilities, and contributions to the workplace.
4. Leadership	Does not provide examples of leadership or gives vague examples.	Mentions leadership roles but does not elaborate on actions taken.	Describes leadership roles with specific examples of actions taken and the positive impact made.
6. Caring & Selflessness	Does not describe a specific instance of caring or selflessness.	Provides a general example of caring or selflessness with little detail.	Shares a compelling, specific story that demonstrates their care and selflessness toward others.
7. Citizenship & Patriotism	Does not provide examples of patriotism or citizenship.	Mentions patriotism or citizenship but lacks specific actions or context.	Offers a detailed and heartfelt example of participation in patriotic or civic activities.
8. Creativity	Video lacks creativity and engagement, with no use of props, visuals, or unique ideas.	Video includes some creative elements, such as props or visuals, but they are not fully integrated.	Video is highly creative, with engaging visuals, props, or unique ideas that enhance the storytelling and impact.

Exchange Club of Spencer

Photo Release

I, the undersigned, hereby grant the Exchange Club of Spencer and its representative's permission to use photographs, videos, and/or other media taken of me/my child in connection with the **18 Under 18 Recognition Program**. I understand that these materials may be used for promotional purposes, including but not limited to:

- Publication in printed materials or newsletters
- Distribution through online platforms, including the Exchange Club of Spencer's website and social media channels
- Display in presentations or other public communications that highlight the program

I further agree that the Exchange Club of Spencer may edit, alter, or crop photographs or video footage as necessary, while maintaining their intended purpose of positively showcasing the 18 Under 18 Recognition Program and its honorees.

I acknowledge that I will not receive any form of compensation for the use of these materials. I also release the Exchange Club of Spencer from any and all claims, demands, or liabilities arising out of or related to the use of the media as described above.

This authorization shall remain in effect unless revoked in writing.

Participant Information

Name of Participant: _____ Age of Participant: _____

Parent/Guardian Name (if under 18): _____

Authorization

I consent to the use of photographs, videos, and other media as described above.

I do not consent to the use of photographs, videos, and other media as described above.

Signature of Participant:

_____ Date: _____

Signature of Parent/Guardian (if participant is under 18):

_____ Date: _____

**Exchange Club of Spencer
18 Under 18 Award Ceremony Commitment**

If selected as one of the 18 Under 18 recipients, you are required to attend the **award ceremony** on **May 2, 2025**, at the **WooSox's event for the town of Spencer, MA**. The event will take place at **6:05 PM** in the Hospitality Suite.

The **Exchange Club of Spencer** will provide each winner with **two tickets** to the event.

All applicants will be notified of their selection status by **April 20, 2025**.

Additional Information Required:

Please provide the following details:

1. **Name of chaperone:** _____
2. **Relationship:** _____
3. **Email:** _____
4. **Phone:** _____

I, _____ (Student's Full Name), hereby acknowledge and agree to the above terms and conditions.

Student's Signature Date

Parent Signature (if under 18) Date