

## Activity Chart Help

The readers are looking for:

- Extra-curricular activities within school or community (such as clubs and sports)
- Community service (through school, clubs, or independent)
- Employment
- Leadership (including roles assumed within other activities and employment)
- Other significant or noteworthy obligations that do not fit in the above categories such as parenting.

### Pointers

Treat the activities chart like a resume. Provide short descriptions which highlight your accomplishments and/or most impressive responsibilities. i.e. If you worked in an office where you did filing but also improved the system don't just say in the chart that you filed. Tell the readers that you implemented new filing procedures. Then simple shift takes that one activity from simply giving you employment points to also giving you leadership points.

Use action verbs and key words

Where appropriate break big commitments into multiple activities. i.e. If you played basketball all four years in high school but your senior year you were team captain, list the first three years as basketball and the last year as basketball team captain. Or if you were involved in Honor Society and had a couple volunteer projects that were a substantial time commitment and/or you had a leadership role, then make those activities separate entries. Do not forget to subtract those hours from your Honor Society entry. See *the examples below*.

Be sure to fully detail you responsibilities for each activity. Just because you worked in an office doesn't mean the reader knows what you did. One reader might assume you filed all day while another might think you assisted with special projects, answered phones, and filed. Do not make the readers guess.

Provide hours each activity. Enter your hours per week, month or season and then specify which measurement you are using (i.e. 40/week). Also, be sure to provide total hours. Take the time to do the math. Having this data helps the readers assess how you are spending your time.

For example, if you worked 40/week for two years:  
 $40\text{hrs} \times 52\text{wks} = 2080\text{hrs} \times 2 \text{ years} = 4160 \text{ hours.}$

### How to properly divide activities

#### *Example 1: Not enough detail*

Trying to combine all the aspects of your Honor Society involvement into one activity does not allow you to fully detail your involvement. As you can see (and may have experienced) there isn't enough room to draw attention to your accomplishments. All the reader gets is titles, and basic activities:

Activity Type	Activity	Dates	Hours	Total Hours	Responsibilities
School	Honor Society	Feb 2010- June 2013	2-8hrs/mo	~300hrs	Pres (senior yr), ran meetings; Treasurer (junior yr), track finances; food drive (chair one yr); road clean up; annual banquet; volunteer activities.

*Example 2: Too much detail*

This approach looks like you are trying too hard. The reader gets lost in all the details and your involvement starts to feel scattered instead of focused:

Activity Type	Activity	Dates	Hours	Total Hours	Responsibilities
School	President – Honor Society	Sept 2012- June 2013	8hrs	80hrs	Led meetings, established vision, liaison to school admin, participated in volunteer activities
School	Treasurer - Honor Society	Sept 2011- June 2012	6hrs/mo	60hrs	Budgeted and tracked club resources and fundraisers, worked with school secretary to purchase event & fundraiser supplies
School	Honor Society Member	Feb 2010- June 2013	1hr/mo	35hrs	Attended monthly meetings, misc volunteer activities
Volunteer	Annual Honor Society Food Drive	Nov-Dec 2012-13	10-30hrs/yr	70hrs	Chair 2 yrs. Organized and promoted school wide canned food drive. School donated over 10,000lbs/food per year
Volunteer	Road Clean up	Oct & Apr 2010-13	4hrs/clean up	28hrs	Biannual Adopt-a-Hwy road clean up with National Honor Society
Volunteer	Adopt-a-Grandparent	Oct 2012- May 2011	2hrs/mo	16hrs	Visited a senior citizen in a local nursing home, helped write and read letters, listened to his stories
School	Annual National Honor Society Banquet	Feb 2010- 2013	6hrs/yr	24hrs	Helped decorate tables, attend banquet, received awards: ...

*Example 3: Just right*

This example highlights for the reader the characteristics they are looking for (leadership and volunteerism) while grouping smaller, related activities. Now you are demonstrating focus and substantial time commitments.

Activity Type	Activity	Dates	Hours	Total Hours	Responsibilities
School	President – Honor Society	Sept 2012- June 2013	10hrs	100hrs	Led meetings, established vision, liaison to school admin, help start club's Adopt-A-Grandparent at nursing home, participated in volunteer activities
School	Treasurer - Honor Society	Sept 2011- June 2012	8hrs/mo	80hrs	Budgeted and tracked club resources and fundraisers, worked with school secretary to purchase event & fundraiser supplies
School	Honor Society Member	Feb 2010- June 2011	5hrs/mo	75hrs	Participated in annual food drive, biannual road clean up, set up annual banquet, Adopt-A-Grandparent, and other volunteer activities.
Volunteer	Annual Honor Society Food Drive	Nov-Dec 2012 & 2013	30hrs/yr	60hrs	Chair. Organized and promoted school wide canned food drive. School donated over 10,000lbs/food per year