

# Presidential Volunteer Service Award – Nomination Guidelines

The Palos Verdes Assembly is a Certifying Organization for the Presidential Volunteer Service Award.

## What is the Presidential Volunteer Service Award?

The Presidential Volunteer Service Award is issued on behalf of the President of the United States to recognize the best in American spirit, and to encourage all Americans to improve their communities through volunteer service and civic participation. The Award is given to individuals who have demonstrated outstanding volunteer service and civic participation over the course of a twelve-month period.

## How Do I Qualify to Earn an Award?

To earn an Award, Young Adults ages 15 to 25 who have earned 100 to 174 hours of volunteer service are eligible for the bronze award, individuals earning 175 to 249 hours are eligible for the silver, and individuals earning over 250 hours are eligible for the gold award. If you are a student under the age of 15, you need only complete 50 to 74 hours to earn a bronze award, 75 to 99 hours to earn a silver award, or 100 to 249 hours to earn a gold award. (If you are under age 15 at the last dance in March, the date all community service forms for that year are due, you must inform the service coordinator of your age to ensure the correct award is given.)

## What Will I Receive?

The award includes a signed, congratulatory letter from the President of the United States of America, a personalized certificate of achievement, and a lapel pin (bronze, silver or gold depending on total volunteer hours).

## What are the Nomination Guidelines?

The Palos Verdes Assembly will be making application on behalf of qualifying students based on our calendar year of March Dance 2012 to March Dance 2013. We have been tracking your hours and have the records necessary to make the application once we have heard from you and understand that you are interested in having this application made on your behalf. As a courtesy, the Community Service Patronesses will do their best to contact members who seem eligible for this award, but ultimately it is the responsibility of the student to keep track of their hours and express an interest for application consideration. Remember, our deadline for submitting hours is the last dance in March, so please watch for emails from the Service Coordinators regarding the Presidential Service Award process. You will likely receive notification approximately two weeks prior to this deadline. But please keep the following criteria in mind:

- You can include all your volunteer hours from other organizations for purposes of this award. Our records only indicate service performed with PV Assembly and documents only up to 20 hours of service that you may have earned with a different group. For example, you may have submitted 75 hours of work earned through your scout troop, but we only accept 20 of those hours, therefore we don't have record of the many hours you may have earned through other organizations. In this instance, you must contact us to request application on your behalf.
- If the majority of your service hours are earned with another group that is also a Certifying Organization, you may find it easier to apply with them, as the bulk of your work would be documented by them. However, if that is not an option, and you would like us to make your application including hours earned with other organizations, we will do so as long as timely, accurate, and detailed documentation is provided along with proof that those hours have been verified by a leader in that organization and a contact number is provided for our follow-up.
- **Please remember, hours we credit as double for Cotillion service or helping with the Assembly Tea or Ball are not counted as double hours for the purpose of the Presidential Volunteer Service Award.**
- **Any service earned for donations including our December Holiday Toy Drive and/or baked goods is not counted for the purpose of the Presidential Volunteer Service Award**

If you believe you are on track to earning this Award, please contact us and let us know. PV Assembly is not required to automatically submit an application for its members. This is an extra service that PV Assembly is proud to offer, but responsibility ultimately rests with each member to initiate the application process prior to the last March dance. Don't wait to hear from us if you believe you qualify. We will gladly work with you to verify your hours.

It is an honor to earn a Presidential Volunteer Service Award. We are proud that the Palos Verdes Assembly is a Certifying Organization able to work with you to obtain this prestigious Award, and look forward to hearing from those of you who would like to apply.

Sincerely,  
Palos Verdes Assembly Community Service Patronesses