

# The President's Volunteer Service Award 2023/2024 Guidelines

Sponsored by the **Three Village Teachers Association**  
and the **Three Village PTA Joint Council**

Application for The President's Volunteer Service Award requires you to print and submit the official PVSA Log (Pages 7-10 of This Document).

Please read **carefully** as an incomplete log will affect your application!

Congratulations on your decision to apply for The President's Volunteer Service Award! Please read through this packet **in its entirety** and contact your school chairperson immediately with any questions or concerns you may have **before** you start earning hours.

This award acknowledges students who volunteer their time to community service and do not benefit personally or financially. The purpose of community service is to renew your commitment to help others and to make new connections that bring us closer together as neighbors, communities, and as a nation. The goal is to recognize and honor volunteers who set a standard for service, encourage sustained commitment to civic participation, and inspire others.

## **Rules:**

You will be asked to document your service activities between **April 1, 2023 and March 31, 2024**. In June 2024, the Three Village Teachers Association and the Three Village PTA will host a ceremony to acknowledge your service. We welcome any pictures of your child working on a volunteer project and will provide instructions for sharing them.

There are three age categories:

<b>Age Verification</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
<b>"Kids" Age 5-10 as of 10/1/23</b>	26 – 49 hours	50 – 74 hours	75 + hours
<b>"Teens" Age 11-15 as of 10/1/23</b>	50 – 74 hours	75 – 99 hours	100 + hours
<b>"Young Adults" Age 16-25 as of 10/1/23</b>	100 – 174 hours	175 – 249 hours	250 + hours

- The official and required log (Pages 7-10) is the **only** acceptable log. Please accurately document your hours as you serve, print this log, and clearly write your hours, providing as many details as possible, which will be **considered** and reviewed by the committee.

- **LOG DEADLINE: Friday, April 5<sup>th</sup>, 2024.**
- **Completed logs (Pages 7-10) must be printed (not emailed) and submitted to your building Main Office on Friday, April 5<sup>th</sup>, 2024, by the time the buses leave your school. Late logs cannot and will not be accepted after this deadline; no exceptions will be made.** It is your responsibility to contact your chairperson if you do not receive confirmation of receipt of your log by April 19<sup>th</sup>.

### Verification of Service Hours:

The committee will consider and verify all hours and services. The signature of a certifying representative from the organization is to account for your time but **does not guarantee approval of hours.**

- Please respond promptly if your chair contacts you with questions regarding services to avoid loss of qualifying hours. In most cases you will have 24 hours to rectify any errors or omissions. The PVSA Committee has strict deadlines to adhere to for the ceremony to be successful for all students.
- Keep copies of all documents for your records. Committee receives originals.

### Total Hours UNDER 15 Hours:

- All services performed for one organization that total **under 15 hours** must be listed on official log (Pages 7-10) and include the individual date(s) **and** hours of service. The hours must be verified with **one** of the following (Mandatory):

\*Signature on Log

\*Signed Letter on Official Letterhead

### For Example:

Name of Organization	Event and Complete Description of Service Performed. Tell us "What makes this a Community Service?"	Date(s) and Hours of Service	Total # of Hours	Organization Certifying Reps: Print Name & Title Clearly Signature Email Address
WMHS Key Club	Senior Citizens Prom Set up and Clean Up	3/27/24: 2 Hours 3/28/24: 3 Hours	5	Annette Goldberg, Club Advisor Signature Email Address
Long Island Coalition for the Homeless	Sort & Pack Day Sort and prepare backpacks of school supplies	9/12/23: 1 Hour 9/13/23 2 Hours	3	Rep Name & Title Signature Email Address

**\*Only signatures or letters from representatives of the organization will be accepted.**

### Total Hours OVER 15 Hours:

All services performed for **one** organization totaling **15 or more hours** must be listed on the log (Pages 7-10) and can be lumped in one or two boxes **AND** a letter on the organization's letterhead verifying service **must** be submitted (Mandatory). Letter will include **details** of what service was performed, **a list of INDIVIDUAL dates of service and hours**. Hours on log must match hours in letter. The more information you provide the easier the approval process will be, however please do not include flyers or photographs of events with the log. Signatures on logs are not required, as you have a signed verification letter that list all the dates and hours.

Name of Organization	Event and Complete Description of Service Performed. Tell us "What makes this a Community Service"	Date (s) and Hours of Service	Total # of Hours	Organization Certifying Reps: Print Name & Title Clearly Signature Email Address
Last Chance Animal Rescue	Adoption Event Volunteer  Take dogs for walks, change water, refill food, hand out flyers, talk with interested adopters	4/05-2 hours 4/12-4 hours 4/19-2 hours 4/24-2.5 hours 5/01-3 hours 5/08-1 hour 5/15- .5 hour	15	See Attached Letter (Letter will show dates and hours.)

- **Parent signatures are NOT acceptable.** If a parent is the only one who can certify the hours, contact your chairperson by email **BEFORE** participating in the activity in order to determine if it will count as volunteer service. Attach the email with Chair's approval of activity to your log when submitting.
- **All services must be done without pay and/or tips **OR** student paying to participate**
- **Donations of any kind; goods/food donations and/or money are never acceptable for service hours.**

*Community service includes activities students voluntarily participate in for the betterment of the community. It is expected that these services must have in some way been related to charitable organizations or humanitarian endeavors. The following information will help guide you with examples of what is and is not considered community service.*

## Examples of Community Service:

- Walks for Charity. 5K is a one-hour service unless additional activities are specified (setup, booth duty, cleaning). Attach a copy of your registration form and your race number.
- Beach/Community Clean Ups with Environmental Organization
- Performances for Senior Centers, Veterans Home, Hospitals or Charitable Organizations Not Required by an Organization (Scouts, Student Government, Band, Orchestra, Etc.).
- School Musical - If you are NOT a member of a club and helped in the musical, the hours count. Lighting, Sound, Costumes, Make-Up, and Ushering count as service.
- Parade Participation (Ex: Marching Band Parade Performances, Not Football Games or Festivals)
- Hair Donation (One Hour Maximum with Verification)
- Rescue and Adoption Events
- Foster a Dog or Cat (Maximum Four Hours Per Day with Verification)
- School Clubs that Involve Planning and Participating in Community Service (Environmental Association, Student Government, Art Honor, Key Club, Kids Care, Etc.)
- Soup Kitchen Assistance
- Coordinating or Working a Charitable Drive
- Scouting activities that benefit the community must be listed on a separate log with specific dates, times, events, locations.
- Tree trimming and Scarecrow Events in Stony Brook Village are acceptable, however, volunteer time includes making the items and decorating, and does not include the festivities after.
- Services Related to Community Awareness Play or Program (Ex: Gelinus Adolescent Issue Play)
- Attendance at Board of Education or Civic Association meetings are acceptable if the student attended for a community service reason, NOT for a club requirement.
- Basket Donations (Specify: Made or Shopped for Items, Wrapped, Sold Raffle Tickets, Etc.).

## NOT Acceptable as Community Service:

- Any Performance, Sports Competitions or Activity for the Benefit of a Not-for-Profit Organization, in Which the Earned Money Goes Back to the Production Company or Production Costs
  - For Profit Organization Unless for a Specific Charitable Event and Money Raised Donated to Not-for-Profit
  - Working with Children at Camp if Student Paying to Participate (CIT Program)
  - Sports Team Manager
  - Activities for Able-Bodied People (Moving, Painting, Lawn Care, Cleaning, and Babysitting Children or Pets)
  - Any Hours Volunteered for a Competition
  - School Musical Classes, Rehearsals, or Performances for Performers and Musicians
  - All School Club General Meetings that do **Not** Involve Planning or Participating in Community Services. Any service hours arranged through the club for another organization must have proper paperwork from the organization.
  - Marching Band Performances During Festivals and Football Games
  - Tutoring or Instructing of Students for Pay and/or Tips
  - Selling Anything for Fundraising Purposes (Ex: Patriot Cards)
- Scouting:** Booth sales do not count for raising money for troop parties, trips, etc. If you log hours for a booth sale where the proceeds were donated and/or used solely for community or volunteer service projects, proof of that donation must be submitted. Sorting of any kind of products for your troop OR the Service Unit will not be accepted (cookies, nuts, popcorn, etc.). Troop leaders cannot sign off on volunteer hours unless no one else can. **Only representatives from the organization the services were performed will be accepted.**
- For example, if you volunteer with your troop at the St. James Soup Kitchen, a representative from the soup kitchen must sign your log and give a contact number. If you are volunteering for a parade, the Troop Leader can sign.
- Lip Sync or Talent Shows Performances if Student Performed in the Show. If student volunteered time (setup, cleanup, etc.) and did not perform in the show, hours will count.
  - Services **Required** for Participation/Membership in a Course or Club (Ex: Chorus/Band requires students to play at certain functions during non-school hours, Student Government requires students to attend a certain number of hours of PTA/BOE meetings.)
  - School clubs are an activity not a volunteer service (Ex: Yearbook Club, any School Newspaper Position).
  - Assisting with Religious Worship Service or Religion Classes
  - Travel Time to or From **Any** Service Activity
  - Volunteering for Extended Period in or out of State or Country (Ex: Meals, Recreation & Sleeping Time)
  - Monetary Donations/Purchasing Anything for Donation Purposes (Do not submit any type of receipt with your log.)
  - Political Events

## Great Organizations for Volunteer Opportunities:

- Habitat for Humanity
- Coastal Steward Long Island
- Atlantic Marine Conservation Society
- Emma S. Clark Library
- Seatuck Environmental Association
- Sierra Club Long Island
- Operation S.P.L.A.S.H
- Last Chance Animal Rescue
- Happy Tails Dog Rescue
- Guide Dog Foundation
- Girls Scouts
- Boy Scouts
- Mather Hospital
- Stony Brook Hospital
- St. Charles Hospital
- Have a Heart Children's Cancer Society
- Long Island Cares
- Three Village Historical Society
- Long Island Coalition for Homeless
- Department of Veterans Affairs Medical Center
- Johns Place Homeless Outreach
- Honor Flight Long Island
- Art Without Walls
- Kids Need More
- Cystic Fibrosis Foundation
- Special Olympics
- Leukemia and Lymphoma Society
- Polar Plunge
- Stony Brook University Veterans Home
- Jefferson's Ferry
- St. Baldrick's
- Stony Brook Heart Center
- Mission Toothbrush
- Religious Organizations Sponsoring Community Service Events
- ALS
- The Friends of Flax Pond
- S-Section Circle of Friends
- Operation Gratitude
- Little Angel Fund
- Setauket Fire Department
- Stony Brook Fire Department
- Room 4 Love
- The Jimmy Fund



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