



# The President's and Leesville's Volunteer Service Award

## Application & Instructions for the 2018 Award

Recognizing volunteer service during the 2017-2018 school year



The Leesville Road High School PTSA is proud to sponsor the President's Volunteer Service Award (PVSA) and Leesville Road High School Service Award programs. The LRHS PTSA is a Certifying Organization for this award, which recognizes individuals who demonstrate outstanding volunteer service and civic participation over the course of a 12-month period. Leesville's service year runs August 1<sup>st</sup> through July 31<sup>st</sup>.

Community outreach and improvement is the underlying intent of this award. A wide variety of volunteer service hours qualify, from environmental stewardship and education to disaster recovery, senior services, and sports & recreation. All activities must be unpaid and for the larger community.

### Award Levels

	Leesville's Service Award	President's Bronze Award	President's Silver Award	President's Gold Award
Teens (15 or younger as of 7/31/18)	25 - 49 hours	50 - 74 hours	75 - 99 hours	100+ hours
Young Adults (16 years or older)	25 - 99 hours	100 - 174 hours	175 - 249 hours	250 + hours

Award period: August 1, 2017 through July 31, 2018

### Who Can Apply:

- ) Rising 10th, 11th, & 12th grade students during the Fall 2018 semester
- ) You may apply for this award each year of high school

### Qualifying Hours:

In general:

- ) Students cannot receive payment of any kind for their volunteer service.
- ) Awards will be issued for volunteer service time only, not charitable donations.
- ) Volunteer service cannot be court ordered.
- ) Service hours are limited to nine (9) hours on any given day, which may include reasonable travel outside the Raleigh area.

Hours **TO** include:

- ) Service hours performed as part of National Honor Society and Key Club
- ) Service hours that meet outside organization's requirement, ex: YMCA Leader's Club

Hours to **NOT** include:

- ) Service hours performed as a part of a class requirement or for a grade in a class (including Sports Med and Theater classes)

- J Internships and job shadowing (exception: government internships may be counted provided the student does not receive any compensation)
- J Performances and competitions in athletics, band, chorus, dance, theater, and similar activities
- J Activities that are expected as part of a group or organization's membership, such as club meetings
- J Services to extended or immediate family members

Everyone with qualifying hours who submits a complete application will receive an award. The awards ceremony will be held in November at the high school. An Evite will be sent out closer to the date of the ceremony.

The **application deadline is September 21, 2018**. Turn in applications to the front office or mail to:

Leesville Road High School PTSA  
ATTN: President's Service Award  
8410 Pride Way  
Raleigh, North Carolina 27613

If you have any questions, please email the LRHS PVSA Committee at [lrhspvsa2016@gmail.com](mailto:lrhspvsa2016@gmail.com).

## **How to Apply:**

Submit your application by **Friday, September 21, 2018**. Include your:

- J Application Cover Sheet (below)
- J Service Log printout (directions on how to log below)
- J Copies of any supporting documentation you may have (such as your Key Club, NHS log, letter/email confirming service activity)

Staple all sheets together and make sure your name is on every sheet of paper submitted.

You are welcome to submit your paperwork as soon as you know your homeroom teacher for Fall 2018 and you are encouraged to log your hours throughout the year.

# Steps for Logging Your Service Hours into the PVSA System (needed for all awards)

To apply, you must create an account and enter your hours on the PVSA website. If you have an account from last year, you should continue to use it. *Remember your email address is your login.*

## I. Register

Go to **[www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov)**

Click on "Get Involved."

Click on "Volunteers."

Scroll down to the end of the page, click on "Register."

Set up your profile.

**Important!** Enter your **first** and **last** names as you want them printed on your award certificate. Please use an email address that you check regularly as this is how the PVSA Review Committee will contact you if needed.

## II. Link your account

**Add the Record of Service Key for Leesville Road High School**

Click on "My Profile."

Scroll to bottom of page and click on "Add" the Record of Service.

**Enter ZHS-16034 for Leesville Road High School.**

## III. Log your hours

**Add your service activities and hours.**

Click on the "My Service" button.

Click on the "Add Activity" button. You will need to enter your:

) **Activity** (300 characters) – describe what you did.

) **Focus Area** – choose one of the predefined options.

) **Date of Service** - create a separate entry for each date of service, even for recurring activities.

) **Hours** – maximum allowed is 9 hours per day.

## IV. Print your Log

**Print out your service record.**

Go to "**My Service**". Filter your list to include only dates of service from **August 1, 2017 – July 31, 2018** as shown below. Press <ctrl>P to print. Go to next page and press <ctrl>P to print.

Repeat for all pages of your log.

# Steps for Logging Your Service Hours (continued)

Organization/Activity Name:

Date of Service From:  to

Focus Area:  Service Status:

[APPLY FILTERS](#) [Clear Filters](#)

*Certified hours cannot be edited or deleted.*

ACTIVITY	FOCUS AREA	BENEFITING ORGANIZATION	DATE OF SERVICE	STATUS	HOURS	ACTION(S)
Example activity - describe what you did in 300 characters	Education	Organization name/ Contact person (150 characters)	12/18/2015	Available	2.50	<a href="#">Edit</a> <a href="#">Delete</a>

# ***Application Cover Sheet***

## The President's and Leesville's Volunteer Service Award 2018

### **PLEASE PRINT CLEARLY!**

Name: \_\_\_\_\_ Parent's Email: \_\_\_\_\_

Home Room Teacher: \_\_\_\_\_ (Fall 2018)

Current Grade: \_\_\_\_\_ (Fall 2018)

Age on 7/31/17: \_\_\_\_\_

Total Hours Served: \_\_\_\_\_ (Aug 1, 2017 – July 31, 2018 ONLY)

**Certification:** By signing this form I certify that I am a U.S. citizen or a lawfully admitted permanent resident of the United States; and, I certify that the hours listed on my Service Hours Log are true and accurate, were performed between the dates of August 1, 2017- July 31, 2018 while I was enrolled at Leesville Road High School, and, that I am currently enrolled at Leesville Road High School. Furthermore, I certify that **I was not paid** for my service hours, **I did not receive a grade** in a class for my service hours, and the service hours were **not part of an internship or job training program**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Summary of Service:** During the awards ceremony, we will share some highlights from your service activities. In the space below, please **NEATLY PRINT A TWO SENTENCE** summary of the service activities from your log to help us prepare for the awards presentation. If you attended a mission trip, be sure to include where you went along with the service activities you performed. Do not use abbreviations.

(Example: Mary traveled to Honduras with her youth group from North Raleigh Community Church where she worked with local school children, repainted classrooms, and built desks for students. She also tutored Leesville Middle School students after school, volunteered with the Special Olympics, and assisted with Vacation Bible School at North Raleigh Community Church.)