

THE PRESIDENT'S VOLUNTEER SERVICE AWARD

Volunteer Tracking Sheet Instructions

1. Use the Volunteer Tracking Sheet to log your volunteer hours between **May 1st and April 30th**. Be sure to list each day with activity performed and time spent on a separate line. For each recurring activity, such as a week-long activity like Vacation Bible School, you must list each date separately. If your supervisor is the same for multiple dates, one signature with arrows drawn vertically through the signature column is acceptable. Parent or family member signatures cannot be accepted. Contact information for supervising adults must be current and legible for verification of hours.

**You will need multiple copies of this form to document all of your volunteer hours.*

2. If you don't have your tracking sheet when you conduct your volunteer service (therefore not able to get an adult supervisor signature) you may do the following: Obtain the supervisor's email address. Email them shortly after you volunteer asking them to confirm your volunteer hours/participation. When they respond, their confirmation email can be printed and attached to your log sheet in place of their signature.

3. Be certain your activity qualifies. Volunteering is the practice of people working on behalf of others or a particular cause without compensation for their time and services. It is an altruistic activity intended to promote good or improve human quality of life. Ultimately it is up to the certifying organization, Levine Middle College High School, to determine which activities qualify for the PVSA. If you have questions about what does or does not qualify, please see Mrs. McKinstry in the office.

Application and Volunteer Summary Instructions (complete these forms in April)

Once you have completed a year of volunteering and you are ready to apply for the PVSA, fill out the following documents and turn them into the office along with all of your Volunteer Tracking sheets to the office by April 30th to be eligible for the award. **Late submissions will not be accepted.**

Application

Use this form to apply for the PVSA.

Volunteer Summary

Please summarize your volunteer activities on this chart and include the total amount of hours you achieved.

**HARPER MIDDLE COLLEGE HIGH SCHOOL
PRESIDENT'S VOLUNTEER SERVICE AWARD APPLICATION**

Name: _____ Phone Number: _____

Personal Email Address (not school email address): _____

Current Grade: _____ Age Group: _____ Award Level: _____

Age Group	Bronze	Silver	Gold
Teens (11-15)	50-74 hours	75-99 hours	100+ hours
Young Adults (16-25)	100-174 hours	175-249 hours	250+ hours

* Age category is determined by the age a volunteer is for 7 months after a designated 12 month period.

Total Hours Earned: _____

Certification: By signing this form you certify that you are a US citizen or a lawfully admitted permanent resident of the US; and, you certify that the volunteer hours listed are true and accurate, were performed between the dates of May 1st through April 30th; and, that you followed the rules in regard to the volunteer hours listed on your log; and, you certify that you are currently enrolled at Harper Middle College High School.

Signature: _____

**Turn this form in along with your Volunteer Summary and all of your Volunteer Tracking Sheets to the office by April 30th..*

**PRESIDENT'S VOLUNTEER SERVICE AWARD
VOLUNTEER SUMMARY
SCHOOL YEAR _____**

No.	Place/Event	Activity Dates	Total Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		TOTAL HOURS:	

Student Name: _____

Grade: _____

**Use this form as a summary only. This does not replace the Volunteer Tracking Sheet for use during the year to track your volunteer hours.*