The President’s Volunteer Service Award 2024/2025 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, staple 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, 2024 and March 31, 2025. In June 2025, 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:

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<th>Age Verification</th>
<th>Bronze</th>
<th>Silver</th>
<th>Gold</th>
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</thead>
<tbody>
<tr>
<td>“Kids” Age 5-10</td>
<td>26 – 49 hours</td>
<td>50 – 74 hours</td>
<td>75 + hours</td>
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<td>as of 10/1/24</td>
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<tr>
<td>“Teens” Age 11–15</td>
<td>50 – 74 hours</td>
<td>75 – 99 hours</td>
<td>100 + hours</td>
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<td>as of 10/1/24</td>
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<tr>
<td>“Young Adults” Age 16-25</td>
<td>100 – 174 hours</td>
<td>175 – 249 hours</td>
<td>250 + hours</td>
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- 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 4th, 2025.

Completed logs (Pages 7-10) must be printed (not emailed) and submitted to your building Main Office on Friday, April 4th, 2025, 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 19th.

**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:**

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Event and Complete Description of Service Performed. Tell us “What makes this a Community Service?”</th>
<th>Date(s) and Hours of Service</th>
<th>Total # of Hours</th>
<th>Organization Certifying Reps: Print Name &amp; Title Clearly Signature Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMHS Key Club</td>
<td>Senior Citizens Prom Set up and Clean Up</td>
<td>3/27/25: 2 Hours 3/28/25: 3 Hours</td>
<td>5</td>
<td>Annette Goldberg, Club Advisor Signature Email Address</td>
</tr>
<tr>
<td>Long Island Coalition for the Homeless</td>
<td>Sort &amp; Pack Day Sort and prepare backpacks of school supplies</td>
<td>9/12/24: 1 Hour 9/13/24 2 Hours</td>
<td>3</td>
<td>Rep Name &amp; Title Signature Email Address</td>
</tr>
</tbody>
</table>

*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.

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<tr>
<td>Last Chance Animal Rescue</td>
<td>Adoption Event Volunteer Take dogs for walks, change water, refill food, hand out flyers, talk with interested adopters</td>
<td>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</td>
<td>15</td>
<td>See Attached Letter (Letter will show dates and hours.)</td>
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</tbody>
</table>

- **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 and without 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.).
• 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
• 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: Gelinas 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 (Including Section Leaders)
- 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/Tips or with For-Profit Organization
- 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.).
- 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, 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
- 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
The President’s Volunteer Service Award 2024/2025 Log

Please print this official and required log after clearly writing and properly documenting your hours, which will be considered and reviewed by the committee. Please provide as many details as possible.

Please review the information in this packet for directions to correctly document hours. Please note that there are different directions regarding hours for one organization that total 15 and Under or 15 and Above.

LOG DEADLINE: Completed logs (Pages 7-10 of This Document) must be printed (not emailed) and are due to your building Main Office on Friday, April 4th, 2025, by the time the buses leave your school. Late logs cannot and will not be accepted after this deadline.

This form must be signed and returned with the log. We cannot accept your logs without this form completed clearly.

Please print and sign your name acknowledging you have read the attached guidelines and understand the qualifications of the Presidential Volunteer Service Awards. If you have any questions, please contact your school chairperson ASAP.

Print Name of Student ____________________________________________ School: ________________________________
(Award will be printed exactly as printed above. First, Last Name)

Grade: _____ DOB: _______________ Total # of hours: _______ Award level: _________________
(Bronze, Silver, Gold)

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<td>100+</td>
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<td>Young Adults 16+</td>
<td>100-174</td>
<td>175-249</td>
<td>250+</td>
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PVSA Chair Approval: ________________________________

Signature of Student ________________________________ Parent/Guardian Signature ________________________________

Contact Phone # ________________________________

Contact Email Address (Print Neat and Clear)
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