**THE PRESIDENT’S VOLUNTEER SERVICE AWARD**

**Volunteer Tracking Sheet Instructions**

1. Use the Volunteer Tracking Sheet to log your volunteer hours between **April 26, 2024 and April 25,2025**. 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 Mrs. McKinstry by April 25, 2025 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.

**LEVINE MIDDLE COLLEGE HIGH SCHOOL**

**PRESIDENT’S VOLUNTEER SERVICE AWARD APPLICATION 2023-2024**

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 April 26, 2024 and April 25, 2025: 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 Levine 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 25, 2025.*

**LEVINE MIDDLE COLLEGE HIGH SCHOOL**

**PRESIDENT’S VOLUNTEER SERVICE AWARD**

**VOLUNTEER SUMMARY 2023-2024**

|  |  |  |  |
| --- | --- | --- | --- |
| 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.*