



Presidential Volunteer Service Award **Information Sheet**



Monroe Community College's Center for Service-Learning is a "certifying organization" for the Presidential Volunteer Service Award (PVSA). This allows MCC students to earn this award by using their acquired service-learning hours as well as hours served at outside agencies/internships.

Interested students must follow the instructions listed below to create an official record of service with the PVSA organization. Appropriate documentation of service hours completed outside of official service-learning opportunities (completed as part of a class at MCC) must be submitted to the Center for Service-Learning. Once this documentation of outside service is verified, the Center for Service-Learning will certify your eligibility for the PVSA.

What is the Presidential Volunteer Service Award?

The Presidential Volunteer Service Award was created to recognize and honor Americans who are engaged in their communities by way of voluntary service. It is awarded by the President of the United States and the President's Council on Service and Civic Participation to individuals, families, and groups that are committed to community service. Those who qualify for the award are eligible to receive the following:

- An Official President's Volunteer Service Award lapel pin
- A personalized certificate of achievement
- A congratulatory letter from the President of the United States
- A letter from the President's Council on Service and Civic Participation

What is the benefit of earning the Presidential Volunteer Service Award?

The Presidential Volunteer Service Award is a prestigious national honor that highlights your commitment to serving the community and the nation. This award not only looks good on a resume (for college transfers and future job applications) but it allows you to inspire others to follow in your footsteps – to contribute to their communities through volunteer service and to make volunteer service a central part of their lives.

Which award will I earn?

Awards are calculated by service hours **completed over a calendar year (12-months, January through December)**. Qualifying for a specific award level is determined by the achievement of a certain number of hours within each depicted age-group.

Award Levels:



Bronze Award Criteria
Young Adults (15-25):
100 to 174 hours
Adults (25 and older):
100 to 249 hours



Silver Award Criteria
Young Adults (15-25):
174 to 249 hours
Adults (25 and older):
250 to 499 hours



Gold Award Criteria
Young Adults (15-25):
250 hours or more
Adults (25 and older):
500 hours or more

***** PROCESS FOR CREATING YOUR OFFICIAL SERVICE RECORD *****

1. Go to www.presidentialserviceawards.gov to create a record of service.
2. Click "**LOGIN**" and then on the link, "[Sign up for your volunteer record here!](#)", and follow the directions to establish your official account.
3. **VERY IMPORTANT** – Once you login, click on the "**PROFILE**" tab. The most important thing that you will enter here is your "Record of Service Key". This key links your record with the MCC Center for Service-Learning and will allow us to see your records so that we may certify your hours.

Record Service Key: NVH-32581

Be sure to click "[Update Profile](#)" when you are done.

4. Click on the "**MY SERVICE**" tab to enter your service hours.
5. Click "[Create a New Record](#)". You will be asked to enter the following information for each service experience:
 - **SERVICE ACTIVITY:**
 - Give a general statement on what you did. For example: mentored girl scout troop, read to the elderly, etc.
 - If you did this activity as part of a Service-Learning course at MCC please indicate this by typing "Service-Learning" into your activity title. For example: Service-Learning literacy kit, Service-Learning tutoring youth, or Service-Learning internship with human services agency, etc.
 - Your indication of whether or not the activity was an official Service-Learning project through an MCC course will assist the Center for Service-Learning in the approval process.
 - **Organization Name:**
 - Provide the name of the organization at which you did the service.
 - **Specific Area of Service:**
 - Select an option from the scroll-down menu (ex. Advocacy, children & youth, animals, etc.)
 - **Date of Service:**
 - Indicate whether this was a one-time activity or if it was reoccurring.
 - **Hours of Service:**
 - Indicate the number of hours of service did you do at this location on this date.
 - **The record will ask for information on location of service, description of service, and feedback. Inclusion of this information is optional.**

Be sure to click "[Add this Activity](#)" to submit your record.

NOTE: Remember that your hours must be completed between January 1st and December 31st to count for the calendar year. Please record your data in the system by Wednesday, January 5th to ensure that the Center for Service-Learning can certify your work.

6. If you are including service hours in your record that were NOT completed as part of a Service-Learning course at MCC, it is crucial that you complete and submit a "Presidential Volunteer Service AWARD - SERVICE VERIFICATION FORM" to the Center for Service-Learning by January 5, 2011. This form can also be found on the Center for Service-Learning website: <http://www.monroecc.edu/depts/servicelearning/benefits.htm>



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SERVICE VERIFICATION FORM



This form should be utilized by MCC students who are applying for the Presidential Volunteer Service Award and want to include hours of service completed OUTSIDE of MCC Service-Learning courses in their service record. This form is also available on the Center for Service-Learning website: <http://www.monroecc.edu/depts/servicelearning/benefits.htm>

You DO NOT need to verify hours of service that were completed as part of a MCC Service-Learning course with this form. Complete additional copies of the Service Verification Form as needed. Contact the Center for Service-Learning with your questions: 585-262-1713 or DCC Room 4020.

Due: Wednesday, January 5, 2011

Center for Service-Learning

DCC – Room 4020 or Fax: 585-262-1615
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OR

Monroe Community College Center for Service-Learning 228 E. Main St. Rochester, NY 14604

OR

Mail interoffice from Brighton Go to: Mailroom – Bldg 1, Room 103

Student Name: _____

Phone Number: _____

M #: _____

Email Address: _____

The Center for Service-Learning will contact your service site(s) to confirm that the indicated service was completed. It is very important that you provide accurate contact information.

Record 1

Service Activity	Organization Name	Date(s):	Site Supervisor Name:	Site Supervisor Signature:
		# of Hrs Completed:	Site Supervisor Contact Info:	

Record 2

Service Activity	Organization Name	Date(s):	Site Supervisor Name:	Site Supervisor Signature:
		# of Hrs Completed:	Site Supervisor Contact Info:	

Record 3

Service Activity	Organization Name	Date(s):	Site Supervisor Name:	Site Supervisor Signature:
		# of Hrs Completed:	Site Supervisor Contact Info:	