

"The President's Volunteer Service Award" 2017/18 Guidelines

Sponsored by Three Village Teachers' Association and the Three Village PTA/PTO's

Congratulations on your decision to apply for The President's Volunteer Service Award! We highly recommend you 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. You will be asked to document your service activities between **April 1, 2017 to March 31, 2018**. On Monday, June 11th, 2018, at Ward Melville High School, the Three Village Teachers' Association and the Three Village PTA/PTO's will host a ceremony to acknowledge your service. We welcome any pictures you would like to submit for display at the ceremony of yourself working on a volunteer project. Submit direct to your school Chairperson.

There are three age categories:

Age Verification	Bronze	Silver	Gold
"Kids" Age 5-10 as of 10/1/17	26 - 49 hours	50 - 74 hours	75 + hours
"Teens" Age 11-15 as of 10/1/17	50 - 74 hours	75 - 99 hours	100 + hours
"Young Adults" Age 16-25 as of 10/1/17	100 - 174 hours	175 - 249 hours	250 + hours

Please use the official and required log to clearly print and properly document your hours, which will be *considered* and reviewed by the committee, and provide as much detail as possible. You may make copies if needed.

This official log can be found on your school's website, and is **due your chairperson on Friday, April 13, 2018 by the time the buses leave; late logs cannot 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 20th. 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**. The official log needs to be completed accurately and neatly upon the first submission. Please respond promptly if your chair contacts you with questions regarding services to avoid loss of qualifying hours.

Keep copies of all documents for your records.

All services performed for one organization that total under 15 hours must have the individual dates of service and time performed listed on separate lines. For example:

Name of Organization and/or Event	Complete Description of Service Performed. Tell us "What makes this a Community Service"	Date of Service	Total # of Hours	<u>Organization Certifying Reps:</u> Print Name & Title Clearly Signature Email Address
St. James Roman Catholic Church	Assisted Priest during mass & clean up	4/5/16	1.25	Father Bob, Priest Father Bob fatherbob@optonline.net
St. James Roman Catholic Church	Assisted Priest during mass & clean up	4/12/16	1.25	Father Bob, Priest Father Bob fatherbob@optonline.net

All services performed for **one organization totaling 15 or more hours** must be listed on the log and can be lumped on one line. A letter on the organization's letterhead **must** be submitted. Letter will include **details** of what service was performed, a list of INDIVIDUAL dates of service and time. Hours on log must match hours in letter. The more information you provide the easier the approval process will be.

Name of Organization and/or Event	Complete Description of Service Performed. Tell us "What makes this a Community Service"	Date of Service	Total # of Hours	<u>Organization Certifying Reps:</u> Print Name & Title Clearly Signature Email Address
St. James Roman Catholic Church	Assisted Priest during mass & clean up	4/5,12,19,24 5/1,8,15,25 6/2,9,15,26 7/4,11,18,25	16	Father Bob, Priest Father Bob fatherbob@optonline.net

It is important that all required information is **clearly and completely** documented in the logs.

✓ **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 would count as volunteer service. Attach the email with chair's approval of activity to your log when submitting. Only signatures/letters from representatives of the organization the services were performed for will be accepted.

✓ **Scouting:** For example, if you volunteer with your troop at the St. James Soup Kitchen, a representative from the soup kitchen must sign your log and give a contact number. If you are volunteering for a Parade then the Troop Leader can sign

✓ **Include a certificate** of completion whenever one is given to you (i.e., library)

✓ Remember, all services performed for **one organization totaling 15 or more hours** require a letter on the organization's letterhead for submission with logs. Letter will include **details** of what service was performed, a list of INDIVIDUAL dates of service and time. Hours on log must match hours in letter. The more information you provide the easier the approval process will be.

✓ Certain activities that do qualify will be reviewed with the help of a supervising volunteer (i.e., the maximum number of band performances, and/or student government hours will be determined by the supervising teachers later in the school year.)

✓ **All services must be done without pay and/or tips**

✓ **Donations of any kind; goods/food donations and/or money are never acceptable**

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.

We wish you much success in this endeavor and commend you for your willingness to volunteer your time to help others and enhance your community. Volunteer service is a sincere gift to others.

If you have any questions about qualifying projects, please contact your PTA Committee Chairperson, **Inger Germano** at **ingergermano@gmail.com**.

Thank you,

The Three Village Teachers' Association and the Three Village PTA/PTO's

Examples of Community Service

- Walks for charity. 5K is a 1 hour service unless additional activities are specified (i.e., setup, booth duty, cleanup) Attach a copy of your registration form and your race number
- Beach/Community clean ups
- Dickens Festival
- Performances for nursing homes, hospitals or charitable organizations not required by an organization (Scouts, Student Government, Band, Orchestra, etc.).
- Any Senior Citizen performances
- School Musical - If you are NOT a member of a club and helped in the musical, then the hours count. Lighting, Sound, and Ushering counts as service.
- Marching Band parade performances
- Hair Donation – One hour maximum with proof
- Rescue and adoption events
- Foster a dog or cat; hours must be pre-approved from Chair
- Alter Server
- School Clubs that involve planning and participating in community service (i.e.: Student Council/Government, Art Honor, Kids Clubs, etc.)
- Soup kitchen assistance
- Coordinating or working a charitable drive
- Religious activities that benefit the community. If including a holiday basket activity for your church with or without a religion class, specify what you did (i.e., shopped for the contents, wrapped a basket).
- Scouting activities that benefit the community must be listed on a separate log with specific dates, times, events, locations
- Binky Patrol activities will qualify based solely on the number of hours served working on blankets.
- 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 any community awareness play or program (i.e.: Gelinis Adolescent Issue play)
- Attendance at Board of Education or Civic Association meetings is acceptable if the student attended for a community service reason, NOT for a club requirement.
- Rehearsal/practice time – these are handled on a case by case basis and you must fully explain why these hours were necessary and provide specific details of what was done. If you know you need a lot of rehearsal/practice time it is strongly suggested you contact your school chair ahead of time.

Examples NOT acceptable as service hours

- 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.
- Sports team manager
- Activities done for able-bodied person's such as moving, painting, lawn care, cleaning and babysitting children and pets.
- Any hours volunteered for a competition (i.e., Dance).
- School Musical rehearsals/performances
- All school club general meetings that do **not** involve planning or participating in community services. School clubs can no longer sign off on hours unless the service was directly related to the club and no one else can sign off. Any service hours arranged through the club for another organization must have proper paperwork from organization.
- Marching Band performances during festivals and football games
- Tutoring or instructing of students for pay and/or tips
- Selling anything for fundraising purposes (i.e., Patriots 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 (i.e., cookies, nuts, popcorn, etc.). Troop leaders cannot sign off on volunteer hours unless no one else can. **Only representatives from the organization the services were performed will be accepted.**
For example, if you volunteer with your troop at the St. James Soup Kitchen, a representative from the soup kitchen must sign your log and give a contact number. If you are volunteering for a Parade then the Troop Leader can sign.
- Lip Sync or Talent Shows performances; if student performed in the show. If student volunteered time (i.e., setup, cleanup, etc.) and did not perform in the show, then it counts.
- Services required for participation/membership in a course or club. (i.e., 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, dance studios require students to assist with younger classes).
- School clubs are an activity not a volunteer service (i.e., yearbook club, any school newspaper position).
- Travel time to or from any service activity
- Volunteering over an extended period, in or out of state or country; breakfast, lunch, dinner, play & sleeping time are not accepted
- Form letters from organizations are not acceptable.