

# INFORMATION SHEET

## 2018-2019 Volunteer Service Awards

### The President's Volunteer Service Award and The Acalanes High School Service Award

#### **What is the President's Volunteer Service Award?**

The President's Volunteer Service Award is a highly coveted award that recognizes the contributions of volunteers who have demonstrated outstanding volunteer service and civic participation over the course of a 12-month period.

#### **What is the Acalanes High School Volunteer Service Award?**

Similar to the President's Volunteer Service Award, this award recognizes students with significant volunteer service hours within a 12-month period.

#### **What are the service award levels?**

The table below shows the award level earned by service hour totals. The age category is determined by your age at the end of the 12-month period reported. Students with service hours both before and after age 16 may consider reporting only the hours served up to their 16<sup>th</sup> birthday in order to qualify for the Teen (under 16) category.

		President's Volunteer Service Award		
Age Category	Acalanes Award	Bronze	Silver	Gold
Teens (ages 11-15)	25-49 hours	50-74 hours	75-99 hours	100+ hours
Young Adults (ages 16-25)	50-99 hours	100-174 hours	175-249 hours	250+ hours

**All hours by age category must be in a 12-month period (or less) and not overlap with prior award time period.**

#### **What are the qualifications?**

- Service hours must be unpaid and may not earn school credit.
- Service hours may not include court-ordered community service.
- Service hours related to political lobbying or political campaign work do not count.
- Service hours for religious instruction or worship do not count.
- Service hours must be for an organization that is U.S./Puerto Rico-based. Service outside the U.S. can qualify if the service is for a U.S./Puerto Rico-based organization.
- The President's Volunteer Service Award is awarded only to U.S. citizens and legal residents; there are no residency restrictions to earn the Acalanes Service Award.

#### **How do I apply for a service award?**

Award application and verification forms can be found on the Acalanes College and Career website under [Community Service Opportunities and Awards](#). Students are responsible for keeping an volunteer hours log and obtaining supervisor signatures upon completion of each service activity throughout the year. Some specific application requirements:

- A daily log including date and hours worked is required for service activities greater than 1 week.
- All hours must be verified and signed by an authorized representative of the organization. The signature may be on the Acalanes Verification Form or attached in a separate document on the organization's letterhead stationery. **A student's parent may not verify their own child's hours.**
- Do not record hours on the President's Volunteer Service Award website.

**When do I apply for a service award?**

**Submit Application Summary Page along with required Verification Form(s) for each service organization to the College & Career Center during the week of April 9-13, 2018.** The annual Service Award Ceremony will be held in May/June 2019.

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**What are some examples of qualified service activities?**

Qualifying Service Examples	Non-Qualifying Service Examples
<ul style="list-style-type: none"><li>• Acalanes Peer Tutoring (not for school credit or a grade)</li><li>• Acalanes Sports Med Volunteering (beyond class requirement)</li><li>• Acalanes School Garden or other community garden work</li><li>• Contra Costa Food Bank</li><li>• Habitat for Humanity</li><li>• Monument Crisis Center</li><li>• Boy Scout &amp; Girl Scout Volunteer Service</li><li>• Hospitals</li><li>• Museums and Zoos (e.g., Oakland Zoo)</li><li>• Special Olympics (Bay Area Games)</li><li>• East Bay Sea Serpents</li><li>• National Charity League or Boys Team Charity</li><li>• Mission Trips (Org must be based in the U.S./Puerto Rico)</li><li>• Voter Registration</li></ul>	<ul style="list-style-type: none"><li>• Court-ordered community service</li><li>• Political lobbying or campaign work</li><li>• Religious instruction</li><li>• Religious worship</li><li>• Peer Tutoring for a grade</li><li>• Sports Med Volunteer hours required for class grade</li><li>• Volunteering outside of the U.S. for an organization based outside the U.S. or Puerto Rico</li></ul>

**Are there guidelines regarding which service activities qualify?**

The chart below provides guidance by category regarding whether an activity qualifies for volunteer service hours (as opposed to an extra-curricular activity for the student's benefit). Following are some examples:

Organization Category	Guidance
Volunteer Service through Organizations including: <ul style="list-style-type: none"><li>• Boy Scouts and Girl Scouts</li><li>• National Charity League</li><li>• Boys Team Charity</li><li>• Lion's Heart</li></ul>	Volunteer hours count as long as they are active volunteer hours specifically related to the organization for which you volunteer. Hours for general meetings and social events will not receive credit. You will not receive credit for hours worked by others in support of Eagle Scout project, Girl Scout Gold Award projects, etc.
Performing Arts (Drama/Choir/Band)	Most performance time is considered extra-curricular and does not count. Performing at a community event or fundraiser for free (e.g., Lafayette Fun Run) is considered service hours if there is no school credit and no payment for performance. Performing at church or a school musical is considered extra-curricular and would not count.
Camps	Students volunteering at an overnight camp should only include hours in which they are actively working. Meals, sleeping, and non-active volunteer time would not count.
Mission Trips	Only active volunteer hours count. You may not include hours spent traveling, sleeping, eating, team-bonding, etc.

Religious Organizations	Activities benefiting those outside the religious organization are eligible (e.g, food banks, Winter Nights shelter) while activities benefitting the religious organization (e.g., choir, youth group, altar boy/girl) do not. Any hours involving religious instruction or conducting worship do not qualify.
Political Activities and Voter Registration	Political lobbying or campaign work does not qualify. Non-partisan voter registration is eligible.
Internships and Volunteer Work for a Business	In general, un-paid work for a business is considered an internship benefitting the student and business and will not count as active volunteer hours.

***Where can I get ideas of Volunteer Service activities?***

Check out the [Local Volunteer Opportunities](#) on the College and Career Center website.