

# 2019-20 ACALANES & PRESIDENT'S VOLUNTEER SERVICE AWARDS INSTRUCTIONS AND GUIDELINES

## Service Awards Categories (students apply for one category or the other)

- **President's Volunteer Service Award**

This award is a highly coveted, nationwide, award that recognizes the contributions of volunteers who have demonstrated outstanding volunteer service and civic participation over the course of a 12-month period.

- **Acalanes High School Service Award**

Similar to the President's Award, this award recognizes students with significant volunteer service hours that, while outstanding, are less than the award requirements of the national award levels (stated below).

## Age Category Award Levels

Award levels are earned by service hour totals based on the student's age during the 12-month period reported. Students with service hours both before and after turning 16 may consider reporting only those hours served up to their 16th birthday in order to qualify for the Teen (under 16) category.

		President's Volunteer Service Award		
Age Category	Acalanes Volunteer Service Award	Bronze	Silver	Gold
Teen (age 11–15)	30–49 hours	50–74 hours	75–99 hours	100+ hours
Young Adult (age 16–25)	30–99 hours	100–174 hours	175–249 hours	250+ hours

## Instructions

In order apply for a service award, a completed application package must be delivered to the school attendance office after March 20, 2020 but no later than April 10, 2020.

### Each application package must contain:

1. Completed **Service Award Application**
2. Completed and signed **Service Verification Form for EACH organization served**, including:
  - a. Supervisor name, contact information, and signature
  - b. Daily log for service time periods greater than one week

Please do NOT record hours on the President's Volunteer Service Awards website.

The Annual Volunteer Service Awards Ceremony will be held near the end of the school year.

Email [communityservice@acalanesparentsclub.com](mailto:communityservice@acalanesparentsclub.com) with any questions.

## Qualifications

- All hours by age category must be in a 12-month period (or less) and not overlap with prior award time period.
- Service hours must be unpaid and cannot be counted if also earning school credit.
- Service hours must not include court-ordered community service.
- Service hours related to political lobbying or political campaign work do not qualify.
- 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.

## Clarifying Examples and Guidelines

Note: Service hours must serve a community; extra-curricular activities for the student's benefit do not count.

Qualifying Service Examples	Non-qualifying Service Examples
<ul style="list-style-type: none"> <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 (e.g., Chabot Space &amp; Science Center)</li> <li>✓ Special Olympics</li> <li>✓ Search &amp; Rescue</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> <li>✓ Tutoring (not for a class like Peer Tutoring)</li> <li>✓ Garden or other community garden work</li> <li>✓ AHS Sports Med Volunteering beyond class requirement</li> </ul>	<ul style="list-style-type: none"> <li>✗ Court-ordered community service</li> <li>✗ Any hours that are paid</li> <li>✗ Politically-related lobbying or campaign work</li> <li>✗ Religious instruction or worship</li> <li>✗ AHS Peer Tutoring for a grade</li> <li>✗ AHS Sports Med Volunteer hours required for class grade</li> <li>✗ Meetings, conference calls and personal training associated with preparation for service hours.</li> <li>✗ Volunteering outside of the U.S. for an organization based outside the U.S. or Puerto Rico</li> </ul>

**Boy Scouts, Girl Scouts, National Charity League, Boys Team Charity, Lion's Heart, etc.** - Only active volunteer hours count. Hours for meetings, events, buy-outs, and financial donations do not count. Hours worked by others supporting your project do not count.

**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) counts if there is no school credit and no payment. Performing at church or a school musical is considered extra-curricular and does 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 does not count. There is an eight hour maximum per day.

**Religious Organizations** - Activities benefiting those outside the religious organization are eligible (e.g., food banks, Winter Nights shelter) while activities benefitting the religious organization or considered extra-curricular (e.g., choir, youth group, altar boy/girl) do not. Any hours involving religious instruction or conducting worship service do not qualify.

**Mission Trips** - Only active volunteer hours count. You may not include hours spent traveling, sleeping, eating, team-building, etc. There is an eight hour maximum per day.

**Service Dogs or Fostering** - Only hours spent actively training your service dog count; hours in which another person is assisting do not count. Some local organizations (ARF, Berkeley Humane Society) will approve 3 hours per day for animal fostering.

**Political Activities and Voter Registration** - Political lobbying or campaign work does not qualify. Non-partisan voter registration is eligible.

**Supervisor Approval** - Service hours must be approved by the organization for which the student volunteers. Parents may not approve their own child's service hours.