# 2022-23 Acalanes & President's Volunteer Service Awards
# Program Instructions and Qualifications

## SERVICE AWARD CATAGORIES (students may apply for one award category):

**Acalanes High School Volunteer Service Award**

- High school award recognizing students with significant volunteer service hours and outstanding contributions to their community over the course of a 12-month period.

**President's Volunteer Service Award**

- National award that recognizes the contributions of volunteers who have demonstrated outstanding volunteer service and civic participation over the course of a 12-month period.

- Award levels are based by (a) total hours and (b) the student's age during the 12-month period reported. Students with service hours both before and after turning 16 may consider reporting only the hours served up to their 16th birthday to qualify for the teen category.

| | AHS Award | Presidential Service Award | | |
|---|---|---|---|---|
| Age Category | | Bronze | Silver | Gold |
| Teen (age 11-15) | 25 hours | 50 – 74 hours | 75 – 99 hours | 100+ hours |
| Young Adult (age 16-25) | 25 hours | 100 – 174 hours | 175 – 249 hours | 250+ hours |

## INSTRUCTIONS:

To receive a service award, service hours must be completed between April 14, 2022 - April 14, 2023. **Application packages are due April 14, 2023**. The package must be completed, scanned, and emailed to communityservice@acalanesparentsclub.com. Please do not record hours on the President's Volunteer Service Awards website.

Each application package must contain:

1. Completed Service Award and Application Form. This is a summary form listing all organizations served.
2. Completed and signed Service Verification Form for EACH organization served, including
   a. Supervisor name, contact information and signature and
   b. Daily log for those organizations served for the time periods greater than one week.

## QUALIFICATIONS (continued page 2):

- Please see page 2 for what counts and does not count as a qualifying service.
- All applications and verification forms will be reviewed by parent volunteers. Hours will be denied if they do not meet the criteria. Please do not "stretch" hours to meet award levels.
- Service hours must be approved by the organization for which the student volunteers. Parents may not approve their own child's service hours.

| Qualifying Service Examples | Non-Qualifying Service Examples |
|---|---|
| ✓ AHS campus clean-up & garden<br>✓ AHS club volunteer activity, e.g., Key Club<br>✓ AHS sports med hours (above class requisite)<br>✓ Fundraising - not required for your organization<br>✓ Helping those in need (e.g. elderly, disabled) with tasks like lawn care, tech support & shopping.<br>✓ Food Bank, Habitat for Humanity, Monument Ctr.<br>✓ Hospitals & museums<br>✓ Mission Trips<br>✓ Boy & Girl Scouts, Nat'l Charity League, Boys Team Charity, Lion's Heart<br>✓ Non-partisan voter registration & polling work<br>✓ Special Olympics<br>✓ Youth sports programs for a 501(c)(3)/non-profit | ✕ AHS Club or organization (NCL, Scouts, etc.) time not actively engaged in service (meetings, etc.)<br>✕ Court-ordered community service<br>✕ Overnight camp: sleep, commute & dining hours<br>✕ Performing at a school or church.<br>✕ Personal contributions or donations<br>✕ Politically related lobbying or campaign work<br>✕ Religious instruction or worship<br>✕ Required fundraising for one's own organization, e.g., selling cookies, wreaths, etc.<br>✕ Sports medicine volunteer hours for grade<br>✕ Youth sports program <u>not</u> a 501(c)(3)/non-profit |

- **Clubs & Organizations:** AHS Clubs, Boy &Girl Scouts, National Charity League, Boys Team Charity, Lion's Heart, etc. Only active volunteer hours count. Hours for meetings, events, buy-outs, required fundraising, and financial donations do <u>not</u> count. Hours worked by others supporting your project do <u>not</u> count.

- **Youth Sports**. Active volunteer hours working with children in an activity or program open to the community and/or 501(c)(3) organization qualify. Set-up and clean-up hours do <u>not</u>.

- **Fundraising**. Fundraising only for 501(c)(3) organizations does qualify.  Direct fundraising activities, such as creating a campaign, letter writing, phone calls will qualify.  Meetings, unless for training purposes, do <u>not</u> qualify.  Required fundraising for your own club or organization does <u>not</u> qualify. Baking for fundraising is limited to 5 hours per application.

- **Performing Arts** (Drama/Choir/Band). Most performance time is considered extra-curricular and does <u>not</u> count. Performing at a community event or fundraiser for free counts (e.g., Lafayette Fun Run). Performing at church or a school is extra-curricular and does <u>not</u> count.

- **Camps & Mission Trips**. Students volunteering at an overnight camp and/or on mission trips may only include hours in which they are actively working with students. Meals, sleeping, commuting and non-active volunteer time does <u>not</u> count. There is an 8-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 are considered extra-curricular (e.g., choir, youth group, altar boy/girl) do <u>not</u>. Any hours involving religious instruction or conducting worship service do <u>not</u> qualify.

- **Service Dogs & Fostering**. Only hours spent actively training your service dog count. Some organizations (ARF, Berkeley Humane Society) will approve up to 3 hours per day for animal fostering.

- **Political Campaign & Voter Registration.** Political lobbying or campaign work does <u>not</u> qualify. Non-partisan voter registration and work at polling/voting centers are eligible.

**Questions about awards?**  We can help! Email us at communityservice@acalanesparentsclub.com.