

VOLUNTEER SERVICE AWARDS: 2018 – 2019

Information Sheet

The President's Volunteer Service Award

The Knight 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 Knight Service Award?

Similar to the President's Volunteer Service Award, the award recognizes students with significant volunteer service hours that fall short of achieving the President's award levels.

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 time of the 12-month period reported. Students with service hours both before and after turning 16 years may consider reporting only the hours served up to their 16th birthday in order to qualify for the Teen (under 16) category.

Note: All hours by age category must be in a 12-month period and not overlap with prior award time period

Age	Knight Award	President's Volunteer Service Award		
		Bronze	Silver	Gold
Teens: 11-15 yrs	25-49 hours	50-74 hours	75-99 hours	100+ hours
Young Adults: 16-25 yrs	50-99 hours	100-174 hours	175-249 hours	250+ hours

What are the qualifications?

- Service hours must be unpaid and must not earn school credit.
- Service hours must 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 Knight Service Award.

How do I apply for a service award?

Application packages are due each year the week after Spring Break. Students are responsible for keeping a log of hours worked 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 student's parent may not verify their own child's hours. The signature may be on the 'Verification Form' or attached in a separate document on the organization's letterhead stationery.
- Do not record hours on the President's Award website.

When do I apply for a service award?

Submit applications including Summary Page with attached Verification Form(s) to the attendance office between March 25 and April 10, 2019. The annual Knight Service Award Ceremony will be held in May/June 2018.

What are some examples of qualified service activities?

Qualifying Service Examples	Non-qualifying Service Examples
On-campus Peer Tutoring (not for school credit or a grade)	Court-ordered community service
Sports Med Volunteering (beyond class requirement)	Politically-related lobbying or campaign work
School garden or other community garden work	Religious instruction
Contra Costa Food Bank	Religious worship
Habitat for Humanity	Peer Tutoring for a grade
Monument Crisis Center	Sports Med Volunteer hours required for class grade
Boy Scout & Girl Scout Volunteer Service	Volunteering outside of the US for an organization based outside the US or Puerto Rico
Hospitals	
Museums (ex: Chabot Space & Science Center)	
Special Olympics	
Search & Rescue	
National Charity League or Boys Team Charity	
Mission Trips (organization must be based in US/Puerto Rico)	
Voter Registration	

Are there guidelines around what service activities qualify?

Below is some guidance by different categories of whether an activity qualifies for volunteer service hours (as opposed to an extra-curricular activity for the student's benefit). Following are some clarifying examples:

Organization Category	Guidance
Organizations including: Boy Scouts, Girl Scouts	Volunteer hours count as long as they are active volunteer hours. Hours for meetings, events, and financial donations will not receive credit. You will not receive credit for hours worked by others supporting your project.
National Charity League, Boys Team Charity, Lion's Heart	
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 (ex: Fun Run) is considered service hours if there is no school credit and no payment. Performing at church/school musical would not count as it would be considered extra-curricular.
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 benefitting those outside the religious organization are eligible (ex: food bank, winter night shelters), while activities benefitting the religious organizations or considered extra-curricular (ex: choir, youth group, alter boy/girl) do not. Any hours involving religious instruction or conducting worship service do not qualify.
Political Activities and Voter Registration	Political lobbying or campaign work does not qualify. Non-partisan voter reg. is eligible.

VOLUNTEER SERVICE AWARD 2018-2019

Summary Page

STUDENT VOLUNTEER INFORMATION Please print legibly.

Full Name: _____ Birthdate: _____
Name to print on Certificate (if different): _____ Grade: _____
Student email: _____ Phone#: _____
Parent email: _____ Phone#: _____

SUMMARY OF SERVICE HOURS

Complete this **Summary Page** and attach a signed **Verification Form(s)**. If you run out of room, you can continue by completing additional summary pages.

Please note: Service dates must not exceed a 12-month period and must not overlap with dates from prior year award. Service award levels are age-based. See **Information Sheet** for more details.

Organization	Hours (<16yrs)	Hours (16+ yrs)	Start Date	End Date	Service Description
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SUMMARY:

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Start Date: _____ End Date: _____

Award Qualification Questions:

All of my hours are active service hours and do not include general meetings: Yes ☐ No ☐

None of my hours were for pay, school credit or court ordered service: Yes ☐ No ☐

I am a U.S. Citizen or Legal Resident: Yes ☐ No ☐

Legal Residency required for President's Volunteer Service Award; not required for the Knight Award

FOR OFFICE USE ONLY

Reviewed by: _____

Prior Year Award (Y/N) _____ End date of prior year award: _____

Start Date of Service: _____ End Date of Service: _____

Age Category: _____ Hours: _____ Award Earned: _____

COMPLETED FORMS DUE March 25th – April 10th IN THE ATTENDANCE OFFICE.

VOLUNTEER SERVICE AWARD 2018-2019

Verification Form

INSTRUCTIONS:

- 1) Review the **Information Sheet**.
- 2) Complete a **Verification Form** for **each** organization served.
- 3) Complete a Summary Page to provide an overview of all service hours.
- 4) Attach completed **Verification Form(s)** to the **Summary Page**.
- 5) If service duration is more than 1 week, be sure to provide a daily log. If daily log does not fit on the form, attach a separate daily log. Some service organizations provide timecard detail that is sufficient.

TURN IN COMPLETED FORMS TO ATTENDANCE OFFICE: March 25th – April 10th. **Service Hours Verification** – use one **Verification Form** for each organization served.

Student Name: _____

Dates of Volunteer Service: from _____ to _____

For time periods greater than 1 week, include a daily log with date and hours in the table below or as an attachment

Age when volunteering during this time period: Under age 16 ☐ Age 16 and over ☐

Organization Served: _____

Organization or Facility Address: _____

Organization/Supervisor Phone Number: _____ **email:** _____

Describe volunteer work performed: _____

Daily Log – For time periods greater than 1 week, include log of hours by day. Detailed daily log is not needed for durations within 1 week. If this space is insufficient, attach a daily log.

Date(s)	Service Description	Hours (<16yrs)	Hours (16+yrs)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Verifying Supervisor (print) _____ **(signature)** _____

- **Note to Supervisor:** *Only verify active volunteer hours. See Info Sheet for approved volunteer activity qualifications.*
- *Attach verifying supervisor's business card if available.*
- *The student's parent may not verify their own child's hours. Another representative's signature is required.*