

"The President's Volunteer Service Award" 2018/19 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, 2018 to March 31, 2019**. On Monday, June 3rd, 2019, 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

Use the **official and required log** ONLY 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 of the log if needed.

This official log can be found on your school's PTA website, and is **due your chairperson on Friday, April 5, 2019 by the time the buses leave; late logs cannot be accepted after this deadline; no exceptions will be made.** Place logs with application in an envelope marked "PVSA" and drop off at the Main Office. It is your responsibility to contact your chairperson if you do not receive confirmation of receipt of your log by April 10th.

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	Organization Certifying Reps: Print Name & Title Clearly Signature Email Address
St. James Roman Catholic Church	Assisted Priest during mass & clean up	4/5/18	1.25	Father Bob, Priest Father Bob fatherbob@optonline.net
Last Chance Animal Rescue	Adoption Event	4/21/18	3.0	Mark Smith, Event Organizer Mark Smith marksmith@gmail.com



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, or one lump sum of number of hours. Hours on log must match hours in letter. The more information you provide the easier the approval process will be. **See attached sample letters.**

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	Organization Certifying Reps: 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 Church fatherbob@optonline.net SEE ATTACHED LETTER

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)

✓ Certain activities that do qualify will be reviewed with the help of a supervising volunteer (i.e., the max 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 OR student paying to participate**

✓ **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 School Committee Chairperson.

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 (i.e.: Scouts, Student Government, Band, Orchestra, etc.).
- Any Senior Citizen performances from school district only
- School Musical - If you are NOT a member of the 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 in advance**
- Alter Server
- School Clubs that involve planning and participating in community service (i.e.: Student Council/Government, Art Honor, Kids Clubs, Key Club, 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.: Gelinas 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 even not paid.
- 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/basketball 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, etc.).
- 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. Letters must include the student's name, number of hours, name of signature printed and a signature.
- Purchasing anything for donation purposes, meaning, do not submit any type of receipt with log.



P.O. Box 1661 Southampton, NY 11969 – (631) 478-6844 - General
P.O. Box 184 Holbrook, NY 11741 – Medical Division
477 Edwards Road Carlisle, SC 29031 – St. Francis Farm

March 26, 2018

To Whom It May Concern:

This letter is to verify that _____ volunteered with our organization. Since joining our Rescue Ranger volunteer program in August of 2017, Ashton has shown tremendous initiative and dedication to our LCAR cats. He has lovingly cared for our resident cats which are awaiting adoption. Ashton helped to recruit additional Rescue Rangers to help our organization's animals and he organized a successful pet supply drive to benefit LCAR's rescued animals. Ashton has proven himself to be a wonderful addition to our Rescue Ranger program. We look forward to Ashton's continued involvement with our rescue.

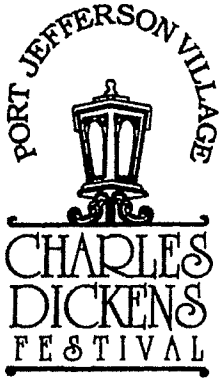
<u>DATE</u>	<u>SERVICE ACTIVITY</u>	<u>HOURS</u>
08/07/2017-03/14/2018	Cat Care at PetValu	21.5
01/23-3/3/2018	Pet Supply Drive: making posters and flyers, setting up at school, pick ups, and delivery of donations to LCAR.	8
03/18/2018	Adoption Event at PetValu	2
3/19, 3/23, 3/24, 3/25, 3/26/18	Cat Care at PetValu	5
TOTAL SERVICE HOURS:		36.5 hours

We are a 501c3, not-for-profit, volunteer/foster based animal rescue group that saves animals from high kill shelters in rural North Carolina, South Carolina and Georgia and transport them to New York for adoption. We run 5-6 adoption events each weekend which requires many volunteer to assist with the care of the animals attending the event while they look for their adoptive homes. If the animals are not adopted at that event, they then go into foster care. Please feel free to contact me or anyone else within the organization if you have any questions. My personal contact is (631) 312-4090 or LCARCATMEDICALS@gmail.com

Sincerely,



Tina M Campos
LCAR Setauket Cat Wall Manager



Greater Port Jefferson - Northern Brookhaven
Arts Council

101 East Broadway • PO Box 204 • Port Jefferson, New York 11777
(631) 473-5220 - www.gpjac.org - info@gpjac.org - a 501(c)(3) Not-for-Profit NYS Corporation

22nd Annual Charles Dickens Festival Community Service

Volunteer Time Donation Form

22nd Annual Charles Dickens Festival
Community Service Form
Covering rehearsals and performance for Street Characters
December 2 & 3, 2017

Student name: _____ Admin Initial MSJ

Total Hours worked: 51

Thank you for your generous donation of time and help to make this festival a great success.

Best Regards,

Allan Varela
Chair



**THREE VILLAGE
CENTRAL SCHOOL DISTRICT**

The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.

*Peter Melore
Executive Director
Health, P.E., Recreations & Athletics
Ward Melville High School
380 Old Town Road
East Setauket, NY 11733-3499
Phone (631)-730-4980
Fax (631) 730-4985*

February 12, 2018

To: Whom it may concern:

has volunteered 18 hours running the concession stand at the Ward Melville Boys Basketball home games. She was instrumental in setting up and organizing all of the snacks and drinks, taking money, making change, cleaning up and keeping track of supplies.

She volunteered on the following days and times:

Tuesday, December 19, 2017 from 3:30-7:30 for 4 hours
Tuesday, January 2, 2018 from 3:30 - 7:30 for 4 hours
Friday, January 12, 2018 from 3:30-7:30 for 4 hours
Tuesday, January 23, 2018 from 3:30-7:30 for 4 hours
Friday, February 9, 2018 from 3:30-5:30 for 2 hours

Sincerely,

Alex Piccirillo
Head Varsity Boy's Basketball Coach
Ward Melville High School
380 Old Town Road
East Setauket, NY 11733



UnitedHealth Group

2950 Expressway Drive South Suite 240 Islandia, NY 11749-1412

September 11, 2017

Re: 2017 7th Annual School Tools Bake Sale - UnitedHealth Group,
Islandia, New York

To whom it may concern:

participated in the 7th Annual School Tools Annual Bake Sale to benefit Long Island Cares and the 600 agencies that serve school-aged children on Long Island, New York.

Katie was instrumental in baking for our annual event as well as selling and greeting guests. Katie was successful in selling all our baked goods and completing our sale goal.

She bought supplies, baked and wrapped goods from 9am - 7pm on Tuesday, July 11, 2017 and worked the bake sale on Wednesday, July 12, 2017 from 7am-12pm for a total of 15 hours.

She has participated in this event for the past two years and will represent us next year during our scheduled July 2018 event.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Ramos", written over a large, stylized flourish.

Elizabeth Ramos
Implementation Specialist
UnitedHealth Group
2950 Express Drive South
Islandia, New York 11749
(631) 348-5624

St. James R.C. Church

429 Route 25A
Setauket, New York 11733

631-941-4141 (Office)

631-751-6607 (Fax)

Richard Foley, Music Director

April 6, 2018

To whom it may concern:

This letter attests to _____ having completed **51 hours of community service** in rehearsals and performances as a member of the St. James Jr Choir at the St. James R.C. Church in Setauket, NY. The performances were part of the weekly 9:30 Mass during the calendar year from April 1, 2017 to March 31, 2018.

The Jr. Choir provides a very important community service for the Three Village area. Angelina has been an integral part of the choir.

Sincerely yours,

A handwritten signature in black ink that reads "Richard Foley". The signature is written in a cursive style with a horizontal line underneath the name.

Richard Foley