

REACH Foundation

Supporting PYLUSD Students

President's Service Volunteer Award Policy & Procedures & REACH Guidelines

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President's Volunteer Service Award (PVSA) Guidelines for High School and Middle School Students

Purpose of this:

The President's Volunteer Service Award (PVSA) honors individuals whose service positively impacts communities and inspires those around them to take action. This guide outlines the policy and procedures high school and middle school students should follow when submitting their volunteer hours for this prestigious award.

Eligibility Criteria:

1. **Age Group:** Middle School and High school students aged 11-18.
2. **Service Period:** Hours must be completed within a 12-month period. Exceptions can be made on a case by case basis based on the REACH Board Guidelines in 2024.
3. **Service Categories:** The REACH Foundation supports the following service categories 5 service categories
 1. Community service,
 2. Education, including programs in Academics, Arts and Athletics
 3. Public Safety,
 4. Human Homeless or Mental Health Services, and
 5. Environmental stewardship.

Volunteer Eligibility

- United States citizen or lawful permanent resident of the United States (i.e., green card holder)
- Must be at least eleven (11) years old
- Completes eligible service within a 12-month period (for annual Bronze, Silver, and Gold Awards) and over a lifetime (for Lifetime Achievement Awards)

Eligible Service:

- Unpaid acts of volunteer service benefiting others:
 - Service through National service programs that provide a stipend (e.g., Peace Corps, AmeriCorps) may count towards the Lifetime Achievement Award, but not for the annual Bronze, Silver, and Gold Awards)

¹ Updated April 21, 2015

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- Travel stipends, transit/parking passes, membership passes, expense reimbursements, and other nominal volunteer support do not impact service eligibility

Eligible Service does not include:

- Donating funds
- Political lobbying (Non-partisan voter registration is an eligible activity)
- Religious instruction
- Conducting worship service
- Proselytizing
- Volunteer service performed as part of court-ordered community service
- Serving only family members

Award Levels:

- See requirements in the PVSA chart below.

Policy Overview:

1. Verification: All volunteer hours must be documented and verified by a recognized organization or supervisor.
2. Submission Deadline: Hours must be submitted by the specified deadline each year to be considered for that year's award.
3. Ethical Conduct: Students must adhere to ethical standards, including honesty and integrity, in reporting their volunteer activities.

Procedures for Submitting your Volunteer Hours for External Volunteers (TBC - See External Form):**1. Track Volunteer Hours:**

- Each applicant must attend at least one REACH Foundation event or volunteer for at least 5 hours for a REACH event or program.

2. Obtain Verification:

- Volunteer hours can be verified in three (3) ways.
 - A screenshot of Hours on PYLUSD Aeries may be submitted as proof and documentation.
 - Community Service form provided by your teacher or district.
 - Documentation provided by the Organization where you volunteered.
- The document must include date, hours worked, organization name, supervisor's contact information, and a brief description of the service performed.
- Ensure the contact information (email and phone #) of the supervisor is accurate for verification purposes.

3. Click on this link and complete the [PVSA Application Form](#):

- Fill out the application form completely, including personal details, volunteer service summary, and total hours.
- Upload required documentation in the PVSA Application Form.

PVSA Award Levels Chart:

Age Group	Bronze	Silver	Gold	Lifetime Achievement Award
Teens (11–15)	50–74 hours	75–99 hours	100+ hours	4,000+ hours
Young Adults (16–25)	100–174 hours	175–249 hours	250+ hours	4,000+ hours

4. Submit Your Application to

- Submit your completed application, along with the verification forms to the designated PVSA coordinator at the REACH Foundation.
- Volunteer Hours on PYLUSD Aeries may be submitted as proof and documentation. Please submit a screenshot and include it in the REACH PVSA Form or email.
- *Ensure your submission is before the **Deadline of October 1st and April 1st by 11:59 pm** to be eligible for the award at the next REACH Foundation From the Inside Speakers Event where medals or certificates will be awarded.*

Review and Verification Process by REACH PVSA Committee or PVSA Coordinator

1. Initial Review:

- The PVSA coordinator will conduct an initial review of the submitted documents for completeness and accuracy.

2. Verification:

- The coordinator will contact the listed supervisors to verify the hours and the nature of the service performed.

3. Final Decision:

- Once verified, the coordinator will determine the award level based on the total hours submitted and inform the student of their eligibility status.

Recognition and Award Ceremony

1. Notification:

- Students will be notified of their award status via email and invited to the award ceremony that will occur twice a year by the REACH PVSA Coordinator.

2. Award Distribution:

- Award recipients will receive a personalized certificate and/or medallion from the President of the United States.
- The award ceremony will be held at a designated location, where recipients will be recognized for their contributions.

Important Reminders:

- Accuracy: Ensure all information provided is accurate and truthful. Misrepresentation of volunteer hours may result in disqualification.
- Documentation: Keep copies of all submitted forms and documentation for your records.
- Timeliness: Submit all required documents by the specified deadline to avoid disqualification.

Please note: Once hours are submitted and an award is issued, those hours may not be used again towards the next level of award.

Contact Information:

For questions or further assistance, please contact the PVSA coordinator at the REACH Foundation;
info@reach4pylusd.org

Participating in the REACH Foundation PVSA program is a rewarding experience that acknowledges your dedication to community service. By following these guidelines, you ensure a smooth submission process and increase your chances of being recognized for your outstanding volunteer efforts. Thank you for your commitment to making a positive difference in your community.

Let's Inspire, Engage, and Enrich others!

Frequently Asked Questions:

How To Determine A Volunteer's Award Level

Question: If my next birthday falls during the calendar year, how can I ensure that I receive credit at the correct age bracket? For example, if my birthday is in Aug. and I will turn 16; will I be considered a teen or a young adult?

Answer: The age category is determined by the age the person was for at least 7 months within the 12-month calendar year. For example, if the person was 15 for 7 months within the year in question, that person would qualify within the 11-15 age group.

Question: How are individual volunteer hours maintained and tracked?

Answer: The REACH Foundation maintains and tracks volunteer hours based on a 12-month cycle. We will enter all volunteer hours for external applicants when it's time to place an award order based on REACH's deadline on October 1st and April 1st..

- Volunteers are also required to maintain their individual hours.
- Volunteers are required to communicate directly with the contact at the REACH Foundation (info@reach4pylUSD.org) to report hours volunteered.

Question: Is it possible to award volunteers for community service hours completed in prior years, or are we restricted to recognizing only the hours completed in the current calendar year?

Answer: The REACH Foundation will recognize volunteers for community service hours in one academic calendar year (July 1st through June 30th).

Question: When does the 12-month cycle start? Are there two cycles since there are deadlines in both October and April?

Answer: The 12-month cycle starts based on when the form is submitted. Forms submitted by the October 1st, 2024 deadline will start 12 months earlier on Oct 1, 2023. For April 1st, 2025, the 12-month cycle starts on April 1, 2024.