The Three Village Volunteer Service Award 2026/2027 Instructions

Sponsored by the **Three Village Teachers Association**

and the **Three Village PTA Joint Council**

Application for The Three Village Volunteer Service Award requires you to print, staple and submit the official TVVSA Log (Pages 7-10 of This Document).

Please read **carefully** as an incomplete log will affect your application!

Congratulations on your decision to apply for The Three Village Central School District Volunteer Service Award! Please read through this packet **in its entirety** and contact your school chairperson immediately with any questions you may have about the qualification of your service **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.

Rules:

You will be asked to document your service activities between **April 1, 2026 and March 31, 2027**. In June 2027, the Three Village Teachers Association and the Three Village PTA will host a ceremony to acknowledge your service. We welcome any pictures of your child working on a volunteer project and will provide instructions for sharing them.

There are three age categories:

Age Verification	Bronze	Silver	Gold
Elementary: Grades K-5	25 – 49 hours	50 – 74 hours	75 + hours
Middle School: Grades 6-8	50 – 74 hours	75 – 99 hours	100 + hours
High School: Grades 9-12	90 - 144 hours	145 – 199 hours	200 + hours

- The official and required log (Pages 7-10) is the **only** acceptable log. Please accurately document your hours as you serve, print this log, and clearly write your hours, providing as many details as possible, which will be ***considered*** and reviewed by the committee.

- **LOG DEADLINE: Thursday, April 1st, 2027.**

- **Completed logs (Pages 7-10) must be printed (not emailed) and submitted to your building Main Office on Thursday, April 1st, 2027, by end of day. Late logs cannot and will not be accepted after this deadline; no exceptions will be made**. It is your responsibility to make plans ahead of time if you know you will not be in school for any reason. Additionally, it is your responsibility to contact your chairperson if you do not receive confirmation of receipt of your log by April 12th.

Verification of Service Hours:

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**.

- Please respond promptly if your chair contacts you with questions regarding services to avoid loss of qualifying hours. In most cases you will have **24 hours** to rectify any errors or omissions. The TVVSA Committee has strict deadlines to adhere to for the ceremony to be successful for all students.
- **Keep copies** of all documents for your records. The committee receives originals.

Total Hours UNDER 15 Hours:

- All services performed for one organization that total **under 15 hours** must be listed on official log (Pages 7-10) **and** include the individual date(s) **and** hours of service. The hours must be verified with **one** of the following (MANDATORY):

*Signature on Log

*Signed Letter on Official Letterhead

For Example:

Name of Organization	Event and Complete Description of Service Performed. Tell us "What makes this a Community Service?"	Date(s) and Hours of Service	Total # of Hours	Organization Certifying Reps: Print Name & Title Clearly Signature Email Address
WMHS Key Club	Senior Citizens Prom Set up and Clean Up	3/27/25: 2 Hours 3/28/25: 3 Hours	5	Annette Goldberg, Club Advisor Signature Email Address
LI Coalition For the Homeless	Sort & Pack Day Sort and prepare backpacks of school supplies	9/12/24: 1 Hour 9/13/24 2 Hours	3	Rep Name & Title Signature Email Address

***Only signatures or letters from representatives of the organization will be accepted.**

Total Hours OVER 15 Hours:

All services performed for **one** organization totaling **15 or more hours** must be listed on the log (Pages 7-10). They can be lumped in one box **AND** a letter on the organization's letterhead verifying service **MUST** be submitted (MANDATORY). Letter will include **DETAILS** of what service was performed, **a list of INDIVIDUAL DATES of service AND HOURS.** Hours on log must match hours in letter. The more information you provide the easier the approval process will be, however please do not include flyers, certificates or photographs of events with the log. Signatures on logs are not required, as you have a signed verification letter that lists all the dates and hours.

Name of Organization	Event and Complete Description of Service Performed. Tell us "What makes this a Community Service"	Date (s) and Hours of Service	Total # of Hours	Organization Certifying Reps: Print Name & Title Clearly Signature Email Address
Last Chance Animal Rescue	Adoption Event Volunteer Take dogs for walks, change water, refill food, hand out flyers, talk with interested adopters	4/05 - 7/15 20 Hours	20	See Attached Letter (Letter will show INDIVIDUAL dates and hours)

- **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 will count as volunteer service. Attach the email with Chair's approval of activity to your log when submitting.

- **All services must be done without pay and/or tips AND *without students paying to participate.***
- **Donations of any kind; goods/food donations and/or money are never acceptable for service hours.**

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.

Examples of Community Service:

- Walks for Charity. 5K is a one-hour service unless additional activities are specified (setup, booth duty, cleaning). Attach a copy of your registration form and your race number.
- Beach/Community Clean Ups with Environmental Organization
- Performances for Senior Centers, Veterans Home, Hospitals or Charitable Organizations Not Required by an Organization (Scouts, Student Government, Band, Orchestra, Etc.).
- Parade Participation (Ex: Marching Band Parade Performances, Not Football Games or Festivals)
- Hair Donation (One Hour Maximum with Verification)
- Rescue and Adoption Events
- Foster a Dog or Cat (**Maximum 1 Hour** Per Day with Verification and explanation of what you did for that hour each day)
- School Clubs that Involve Planning and Participating in Community Service (Environmental Association, Student Government, Art Honor Society, Key Club, Kids Care, Etc.)
- Soup Kitchen Assistance
- Coordinating or Working a Charitable Drive
- Scouting Activities that Benefit the Community
- 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 Community Awareness Play or Program (Ex: Gelinas Adolescent Issue Play)
- Attendance at Board of Education or Civic Association meetings are acceptable if the student attended for a community service reason, NOT for a club requirement.
- Basket Donations (Specify: Made or Shopped for Items, Wrapped, Sold Raffle Tickets, Etc.)

NOT Acceptable as Community Service:

- Any Performance, Competition 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
- For-Profit Organization Unless for a Specific Charitable Event and Money Raised Donated to Not-for-Profit, Service Substantially Benefitting Residents in a Hospital or Senior Living Facility
- Working with Children at Camp if Student Paying to Participate (CIT Program)
- Activities for Able-Bodied People (Moving, Painting, Lawn Care, Cleaning, and Babysitting Children or Pets)
- School Musical Classes, Rehearsals, or Performances (Including Section Leaders)
- All School Club General Meetings that do **Not** Involve Planning or Participating in Community Services. Any service hours arranged through the club for another organization must have proper paperwork from the organization.
- Tutoring or Instructing of Students for Pay/Tips or with For-Profit Organization
- Selling Anything for Fundraising Purposes (Ex: Patriot Cards)
- Booth sales do not count if raising money for scout 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 (cookies, nuts, popcorn, etc.).
- Lip Sync or Talent Shows Performances if Student Performed in the Show. If student volunteered time (setup, cleanup, etc.) and did not perform in the show, hours will count.
- Services **Required** for Participation/Membership in a Course or Club (Ex: 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)
- School clubs are an activity not a volunteer service (Ex: Yearbook Club, School Newspaper Position).
- Assisting with Proselytization
- Travel Time to or From **Any** Service Activity
- Volunteering for Extended Period in or out of State or Country (Ex: Meals, Recreation & Sleeping Time)
- Monetary Donations/Purchasing Anything for Donation Purposes
- Political Events

Great Organizations for Volunteer Opportunities:

- ALS Ride for Life
- Atlantic Marine Conservation Society
- Coastal Steward Long Island
- Cystic Fibrosis Foundation
- Department of Veterans Affairs Medical Center
- Emma S. Clark Library
- Guide Dog Foundation
- Habitat for Humanity of Long Island
- Happy Tails Dog Rescue
- Have a Heart Children's Cancer Society
- Honor Flight Long Island
- Jefferson's Ferry
- Kids Need More
- Last Chance Animal Rescue
- Leukemia and Lymphoma Society
- Little Angel Fund
- Local Hospitals
- Long Island Cares
- Long Island Coalition for Homeless
- Mission Toothbrush
- Operation S.P.L.A.S.H
- Polar Plunge
- Religious Organizations Sponsoring Community Service Events
- Room 4 Love
- S-Section Circle of Friends
- Scouting Organizations
- Seatuck Environmental Association
- Setauket Fire Department
- Sierra Club Long Island
- Special Olympics
- St. Baldrick's
- Stony Brook Fire Department
- Stony Brook University Veterans Home
- The Friends of Flax Pond
- Three Village Historical Society

The Three Village Central School District Volunteer Service Award 2026/2027 Log

- Please print this official and required log after clearly writing and properly documenting your hours, which will be *considered* and reviewed by the committee. Please provide as many details as possible.
- Please review the information in this packet for directions to **correctly document** hours. Please note that there are different directions regarding hours for one organization that total **15 and Under or 15 and Above**.
- LOG DEADLINE: **Completed logs (Pages 7-10 of This Document) must be printed (not emailed) and are due to your building Main Office on Thursday, April 1st 2027, by end of day. Late logs cannot and will not be accepted after this deadline.**
- This form ***must be signed and returned*** with the log. We cannot accept your logs without this form completed clearly.

Please print and sign your name acknowledging you have read the attached guidelines and understand the qualifications of The Three Village Volunteer Service Awards. If you have any questions, please contact your school chairperson ASAP.

Print Name of Student _____ School: _____
(Award will be printed exactly as printed above. First, Last Name)

Total # of hours: _____ Award level: _____
(Bronze, Silver, Gold)

Grade: _____

Age Verification	Bronze	Silver	Gold
Grades K-5	25 - 49	50 - 74	75+
Grades 6-8	50 - 74	75 - 99	100+
Grades 9-12	90 - 144	145 - 199	200+

TVVSA Chair Approval:
_____

*Signature of Student _____ *Parent/Guardian Signature _____

*Parent/Guardian Contact Phone # _____

Contact Email Address (Print Neat and Clear)

Name of Organization and/or Event	Complete Description of Service Performed. Tell us "What makes this a Community Service?"	Date(s) & Hours of Service	Total # of Hours	Organization Certifying Reps: PRINT CLEARLY
				_____ Name, Title _____ Signature _____ Email Address
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