

"The President's Volunteer Service Award" 2019/2020 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.

If you have any questions about qualifying volunteer service, please contact your PTA Committee School Chairperson.

Rules to be Followed:

- You will be asked to document your service activities between **April 1, 2019 to March 31, 2020**. On Monday, June 1st, 2020, 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 with your completed logs.

There are three age categories:

Age Verification	Bronze	Silver	Gold
"Kids" Age 5-10 as of 10/1/19	26 – 49 hours	50 – 74 hours	75 + hours
"Teens" Age 11-15 as of 10/1/19	50 – 74 hours	75 – 99 hours	100 + hours
"Young Adults" Age 16-25 as of 10/1/19	100 – 174 hours	175 – 249 hours	250 + hours

- The official and required log is the only acceptable log, please print clearly and properly document your hours, which will be *considered* and reviewed by the committee, and provide as much detail as possible. Application must be complete and accompany log. This official log and application can be found on your school's PTA website.

• LOG DEADLINE!! **Completed logs are due your chairperson on Friday, April 3, 2020, by the time the buses leave your school. Late logs cannot and will not be accepted after this deadline; no exceptions will be made.** It is your responsibility to contact your chairperson if you do not receive confirmation of receipt of your log by April 8th.

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**. The official log and application need 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. In most cases you will have 24 hours to rectify any errors or omissions. The PVSA Committee has strict deadlines to adhere to for the ceremony to be successful for all students.

Keep copies of all documents for your records. 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 – Mandatory!

- the individual dates of service.
- hours volunteered for each date
- If there is not a signature, hours will Not be accepted

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	<u>Organization Certifying Reps:</u> Print Name & Title Clearly Signature Email Address
WMHS Key Club	Senior Citizens Prom Set up and Clean Up	3/27/19	4	Annette Goldberg, Club Advisor Signature Email Address
Long Island Coalition for the Homeless	Sort & Pack Day Sort and prepare backpacks of school supplies	9/12/19	3	Rep Name & Title Signature Email Address

Only signatures/letters from representatives of the organization the services were performed for, 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 and can be lumped in one or two boxes. 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 hours. Nothing else needs to be written. Hours on log must match hours in letter. The more information you provide the easier the approval process will be. Do not include flyers of events.

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
Last Chance Animal Rescue	Adoption Event Volunteer Take dogs for walks, change water, refill food, hand out flyers, talk with interested adopters	4/05-2 hours 4/12-4 hours 4/19-2 hours 4/24-2.5 hours 5/01-3 hours 5/08-1 hour 5/15- .5 hour	15	See Attached Letter (Letter will show dates and hours)

It is important that all required information is **clearly and completely** documented on the logs. All hours must be written or typed on the log EVEN if there is a supporting letter. Signatures are NOT required if you have a letter that list all the 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 would count as volunteer service. Attach the email with chair’s approval of activity to your log when submitting.

♦ **Include a certificate** of completion in lieu of a signature on log, acceptable.

♦ **Key Club** is one district club example that 99% of activities and/or events are community service. WM Key Club Stamp on Key Club log is acceptable. Signature of club advisor, for any club, must appear on the official log.

♦ **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. A donation is not service hours, never will be:**

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 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 (Scouts, Student Government, Band, Orchestra, etc.).
- Any Senior Citizen/Veterans Home/Hospital performances
- School Musical - If you are NOT a member of a club and helped in the musical, then the hours count. Lighting, Sound, Costumes, Make-Up, and Ushering count as service.
- Parade participation; i.e. 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/Acolyte
- School Clubs that involve planning and participating in community service (i.e.: Student Council/Government, Art Honor, Key Club, Kids Care Clubs, 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 or synagogue with or without a religion class, specify what you did (i.e., time shopped for the contents, wrapped a basket, sold raffle tickets).
- Scouting activities that benefit the community must be listed on a separate log with specific dates, times, events, locations
- 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.: Gelinus 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.
- 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.
- For Profit anything – not acceptable
- Sports team manager
- Activities done for able-bodied person's such as moving, painting, lawn care, cleaning and babysitting children and pets.
- Any hours volunteered for a competition (i.e., Dance).
- School Musical rehearsals/performances for performers and musicians
- 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 organization.
- Marching Band performances during festivals and football 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).
- 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.
- Monetary Donations. Purchasing anything for donation purposes (do not submit any type of receipt with your log).
- Political party/Politician, anything politically related

Great examples of Organizations to volunteer with:

- Habitat for Humanity
- Emma S. Clark Library
- Good Shepherd Services
- Kids Care Clubs for Stony Brook Cancer Center
- Temple Isaiah
- Messiah Lutheran Church
- Setauket Presbyterian Church
- St. James Lutheran Church
- Three Village Church
- Greek Orthodox Church of Assumption
- Happy Tails Dog Rescue
- Last Chance Animal Rescue
- Guide Dog Foundation
- Girls Scouts, Boy Scouts
- Angels Without Faces
- Mather Hospital, Stony Brook Hospital, St. Charles Hospital
- Have a Heart Children's Cancer Society
- Long Island Cares
- Three Village Historical Society
- Holiday Magic South Shore Counseling Center
- Support Out Troops
- Long Island Coalition for Homeless
- Department of Veterans Affairs Medical Center
- Johns Place Homeless Outreach
- Honor Flight Long Island
- Art Without Walls
- Kids Need More
- The Jimmy Fund
- Cystic Fibrosis Foundation
- Special Olympics
- Leukemia and Lymphoma Society
- Polar Plunge
- Stony Brook University Veterans Home
- Jefferson Ferry
- Love Changes Everything
- Coastal Steward
- St. Baldrick's
- Stony Brook Heart Center
- Mission Toothbrush
- ALS
- Stony Brook Hospital Neonatal Unit
- Pilgrim Camp
- The Friends of Flax Pond
- S-Section Circle of Friends
- Operation Gratitude
- Little Angel Fund
- Christ Church Methodist
- Setauket Fire Department, Stony Brook Fire Department
- Room 4 Love