

Program Guide

President's Volunteer Service Award

Girl Scouts – North Carolina Coastal Pines is happy to partner with *Points of Light*, the President's Volunteer Service Award agency, to bring this program to life for our girls and volunteers. This recognition sets our girls and volunteers apart and is a tremendous honor. By sharing your time and talents with others, you lead by example and encourage others to make the world a better place. This guide is intended to provide an overview of the President's Volunteer Service Award (PVSA) program and answer any questions you may have.

Should you have any questions after reading this guide, email: volunteerservices@nccoastalpin.es.org.

Program Overview

What is it?

The President's Volunteer Service Award (PVSA) is a joint program administered by the PVSA agency, *Points of Light*, and approved certifying organizations (COs), to recognize United States citizens and lawfully admitted, permanent residents of the United States who have achieved the required number of hours of volunteer service over a 12-month period or cumulative hours over the course of a lifetime.

How does it work?

The program's agency (Points of Light) sets all terms, conditions, and guidelines for the program and has granted the authority to administer the PVSA program to Girl Scouts-North Carolina Coastal Pines' (GSNCCP) girls and volunteers. As a certifying organization, GSNCCP is required to follow all guidelines when verifying an individual's eligibility and required hours of service to receive the PVSA.

Who can apply?

Girl members and adult volunteers¹ of Girl Scouts-North Carolina Coastal Pines who meet the PVSA criteria listed below may apply for the PVSA award through our council.

- Recipients must be a United States citizen or a lawfully admitted permanent resident of the United States.
- Recipients must complete their service hours during the designated 12-month period.
- Only volunteer service hours that benefit the council or service hours that are facilitated by the council or the individual's local area or troop to support the Girl Scout mission or the communities we serve may be counted toward qualifying hours.²
- Service hours must be approved by the council (Certifying Organization).
- Awards can only be issued by the council (Certifying Organization).

Award Eligibility

The tables below detail the 12-month reporting period the council has set and the qualifying hours and award milestones by age for each award (Bronze, Silver, and Gold.)

Council Designated Reporting Periods and Award Level Milestones

Council Designated Reporting Period				
Designated Reporting Period ³	Qualifying Hours Start Date	Qualifying Hours End Date	PVSA Application Due	Anticipated PVSA Awards Available By
Fiscal Year (Oct 1 – Sept. 30)	October 1	September 30	October 31, Each Year	January 1

Award Level Milestones			
Qualifying Age Categories ⁴	Bronze	Silver	Gold
Children (Ages 5 – 10) ⁵	26 – 49 hours	50 – 74 hours	75 or more hours
Teens (Ages 11 – 15) ⁵	50 – 74 hours	75 – 99 hours	100 or more hours
Young Adults (Ages 16 – 25) ⁵	100 – 174 hours	175 – 249 hours	250 or more hours
Adults (Ages 26 and older) ⁵	100 – 249 hours	250 – 499 hours	500 or more hours
<p>The President’s Lifetime Achievement Award can be awarded to individuals who have completed 4,000 or more hours in their lifetime in service to the council. For more information contact: volunteerservices@nccoastalpines.org.</p>			

Is there a cost associated with the program?

At we introduce this program, there will be no cost to participate. Interest and participation in the program will be evaluated annually to determine if there is a need to charge a small fee to participants to help offset the cost of the awards. The award package the council orders on behalf of our recipients will include:

- A personalized certificate of achievement
- A congratulatory letter from the president
- The official President's Volunteer Service Award Pin

How is the program administered?

As the administrator of the program, the council has taken all necessary steps to make this opportunity available to our girls and volunteers however, tracking hours and completing the application to be considered for the President's Volunteer Service Award is the responsibility of the individual/s. Troop co-leaders and parents may help facilitate this process for the girls, should they choose. Troops that are working together to track hours should keep in mind that it is important that all girls in the troop have an equal opportunity to earn service hours and that service hours performed can be individually recorded for each girl.

Program Summary



1. Individuals submit PVSA Interest Form to indicate interest in participating in the program.
2. Individuals track service hours over the council's designated 12-month reporting period.
3. Individuals submit application for review and certification. Applications are due each year by October 31.
4. Applications are reviewed and submitted to the PVSA agency; awards ordered and mailed to recipients.

Interested? Simply follow the steps below.

1. **Fill out the council's [Presidential Volunteer Service Award Interest Form](#) to indicate your interest and begin tracking your hours.** When filling out the form you will be asked to:
 - a. Provide your name, contact information, and current Girl Scout grade-level or volunteer role.
 - b. Confirm the council's 12-month reporting period in which you will be tracking your hours.

After you submit your form, you will receive a confirmation email that includes a copy of our Volunteer Service Hourly Tracking Form that you must use to track your hours. You may make additional copies of the form, as needed, to track your hours. A sample of the form is included at the end of this manual. *Because all service hours must be verified, we currently do not have an electronic option for tracking service hours. For this reason, it is extremely important that individuals do not lose or misplace tracking forms as you will be required to upload them when submitting your application for the award.*

2. **At the end of the 12-month reporting period, (or sooner if you meet your service hour award milestone) submit your [Application](#).** When submitting your application, you will be asked to:
 - a. Provide your name and contact information along with the address you would like your award sent to.
 - b. Upload copies of your Award Tracking forms.

Upon receipt, all award applications will be reviewed, and applicants notified of their status. All awards will be mailed to the recipients once they have been received from the PVSA agency. Please note that the council cannot be held responsible for delays in receiving award packages from the PVSA agency.

¹The PVSA award is available to families and groups who meet the criteria to receive the award however, for the purposes of our organization and the volunteer services we receive, we cannot certify or award families and groups at this time.

²Court-ordered community service hours performed by volunteers in service to the council do not qualify for the award.

³Due to the terms and conditions of the program, service hours must be earned during the council's qualifying reporting period to be eligible; applications and final paperwork must be received by the reporting period deadline to be certified and submitted for the PVSA.

⁴Qualifying age categories and award level milestones are set by the President's Volunteer Service Award agency.

⁵A person's age at the time of completion of their service hours sets the award milestone used to determine the award they are eligible to receive (Bronze, Silver, Gold) when reviewing and approving PVSA applications.



Girl Scouts – North Carolina Coastal Pines

President’s Volunteer Service Award Program Tracking Form

Applicants for the President’s Volunteer Service Award should use this form to track their hours throughout the 12-month reporting period; it is ok to make additional copies of this form, as needed. Because all service hours must be approved by the recipient of the service, we currently do not have an electronic option for tracking service hours. For this reason, it is extremely important that individuals do not lose or misplace tracking forms as they must be included when submitting your PVSA application.

Your Name: _____ **Date of Birth:** _____

Email: _____ **Daytime Phone:** _____

Volunteer Service Reporting Period – 12 consecutive months from October 1 – September 30.

Name of organization/individual served, and a brief description of the service provided.	Hours Approved by: <i>Signature of recipient or leader approving the hours</i>	Total Hours Served

Your Name:

Name of organization/individual served, and a brief description of the service provided.	Hours Approved by: <i>Signature of recipient or leader approving the hours</i>	Total Hours Served