

# President's Volunteer Service Award (PVSA)



*Sul Ross State University*  
Certifying Organization  
Policies & Procedures

## About President's Volunteer Service Award

*The President's Volunteer Service Award is the nation's premier volunteer awards program, encouraging United States citizens or lawfully admitted permanent residents of the United States, through presidential recognition to live a life of service.*

### **Sul Ross State University** ***A Certifying Organization***

Sul Ross State University (SRSU) is a certifying organization for the President's Volunteer Service Award, as such SRSU may award its students, faculty, staff, and general community of the highest volunteer honors – presidential recognition. The President's Volunteer Service Award (PVSA) recognizes United States citizens and lawfully admitted permanent residents of the United States who have achieved a specific number of hours.

As a certifying organization, SRSU is responsible for:

- Verifying volunteer hours
- Verifying volunteer eligibility
- Ordering and Distributing Awards
- Maintaining certification annually
- Establishing procedures of compliance
- Conducting business ethically
- Revoke and justify ineligibility
- Maintaining data bank of award recipients



The PVSA certification and verification at SRSU will be managed by the Office of Civic Engagement & Student Assistance. Contact the office for more information.

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More information about the PVSA can be found at: <https://presidentalserviceawards.gov/>  
The following information details the policies and procedures of the PVSA at Sul Ross State University.

# PVSA Eligibility Requirements

## ***Certifying Organizations***

A Certifying Organization is an organization that has been granted authority through an application and review process to give out the PVSA to volunteers. Certifying Organizations verify and certify that a volunteer has met the requirements to receive a PVSA within a 12 month period specified by the Certifying Organization. Only Certifying Organizations can certify volunteers' eligibility for the PVSA and order awards.

Certifying Organizations must be established and operate in the United States, its territories (Puerto Rico, Guam, American Samoa, U.S. Virgin Islands, and Northern Mariana Islands), or on overseas U.S. military and state installations. Additionally, Certifying Organizations must receive or facilitate volunteer service.

Failure to complete or support any of the PVSA program requirements may result in revocation of the status of the Certifying Organization and the associated volunteer awards.

### **Steps to Become a Certifying Organization:**

1. Take the short e-course on the website. Once completed, you can continue to your application submission. Certifying Organizations are required to retake the e-course once every 12 months.
2. Complete and submit the certifying organization application online.
3. Once submitted, applications are reviewed and processed within 15 business days, unless additional information is required to process the application. You will receive an email notifying your organization of your status within 15 business days.

***The following entity types are eligible to become Certifying Organizations if they meet the threshold requirements above:***

- Nonprofit organization
- Community-based organization
- Faith-based organization
- Business
- School (K12, college, and universities) or institutions of higher learning
- National Service programs
- Civic, fraternal or service organization
- Membership or trade associations
- Federal, state or local government agencies
- U.S. military and state entities abroad (i.e. U.S. military bases and U.S. embassies)

### ***Requirements of the Certifying Organization:***

- Verify volunteer hours
- Verify volunteer eligibility
- Pay, Order and Distribute Awards
- Maintain annual certification
- Establishing procedures of compliance
- Conducting business ethically
- Revoke and justify ineligibility
- Maintaining data bank of award recipients

For all details regarding certifying organizations please visit:  
<https://presidentalserviceawards.gov>

# PVSA Eligibility Requirements

## Volunteer Eligibility

The following detail the volunteer eligibility for recognition as dictated by PVSA.

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

For all details regarding volunteer and service eligibility please visit:  
<https://presidentialserviceawards.gov>

## Eligible Service

PVSA has specific requirements regarding the eligibility of service hours. Eligible service is defined as “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)
- 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

## Hours Required to Earn Awards in Each Age Group

Age Group	Bronze	Silver	Gold	Lifetime
Kids (5-10 yrs)	26-49 hrs	50-74 hrs	75+ hrs	4,000 + Hours
Teens (11-15 yrs)	50-74 hrs	75-99 hrs	100 + hrs	4,000 + Hours
Young Adults (16-25 yrs)	100-174 hrs	175 - 249 hrs	250 + hrs	4,000 + Hours
Adults (26+ yrs)	100-249 hrs	250 – 499 hrs	500 + hrs	4,000 + Hours

*\*Individuals must earn Bronze, Silver, and Gold within 12 month period. Hours only roll over for lifetime award*

## Groups

Group awards can be earned by families, companies, or other affiliated groups. The group must consist of two or more volunteer members. Each member must contribute a minimum of 25 hours towards the total number of hours. The award level (i.e., bronze, silver, gold) earned is based on the age of the oldest volunteer in the group.

# Sul Ross State University

## PVSA Procedures

The University expects all participants to engage in volunteer pursuits in a manner beyond reproach and to maintain complete honesty and integrity in experiences both in and out of the classroom. As such the PVSA verification at SRSU follows a policy Honesty and Integrity.

### ***PVSA Eligibility***

SRSU will adhere to all the eligibility requirements established by PVSA. SRSU will verify hours and distribute awards to SRSU Students (All Campuses) and SRSU Staff & Faculty (All Campuses).

### ***Application for PVSA***

All SRSU participants must complete an application for consideration of the PVSA. Within that application participants confirm they want to be considered for the award, acknowledge their eligibility, provide required information, and submit the corresponding evidence to verify hours. The application should be submitted once hours have been completed and participants should adhere to procedures below regarding verifying hours.

**PVSA Application Form:** <https://forms.gle/2ARA9pKLP5w9gqy68>

- Application will open 1 month prior to deadline

**PVSA Application Deadline:**

- November 1 : SRSU Graduating Students Only
- April 1<sup>st</sup>: All SRSU Students, Faculty, & Staff

### ***Verification Period***

Awards are issued for service hours served within a 12 month period.

Hours for consideration for the PVSA will be calculated from April – April

Graduating SRSU Seniors may submit hours for consideration from November – November.

This period is set to enable awards to be distributed prior to the end of the semester.

### ***Verification of Hours***

Hours are submitted on an honor code system. For consideration of PVSA, all hours must meet eligibility for approval. Systems are in place to track and verify hours. For hours to be considered, volunteers must submit hours through the following methods in addition to the PVSA Application Form.

- **Online SRSU Volunteer Tracker:**

<https://forms.gle/sbCZpib2GKuDUPRV9>

- **PVSA Volunteer Service Log**

<https://drive.google.com/file/d/1bEEUYBPBOHIZSMtySr2kZv1dxA3KyW3W4/view?usp=sharing>

- **PVSA Lifetime Volunteer Verification Form**

[https://drive.google.com/file/d/1nDyL6qgOjKtrsaefyVxXtT\\_Wmo\\_PVOUC/view?usp=sharing](https://drive.google.com/file/d/1nDyL6qgOjKtrsaefyVxXtT_Wmo_PVOUC/view?usp=sharing)

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## ***Verification of Group Hours***

Group awards can be earned by SRSU Student Organizations, SRSU Athletic Teams, University Offices and Departments, and/or any other SRSU Affiliated groups. The group must consist of two or more volunteer members. Each member must contribute a minimum of 25 hours towards the total number of hours. The award level (i.e., bronze, silver, gold) earned is based on the age of the oldest volunteer in the group.

Each member is responsible for tracking their individual hours. A designated member of the group will be responsible for submitting the group application for PVSA and uploading individual members tracking logs. For hours to be considered, volunteers must submit hours through the following methods:

- **Online Volunteer Tracker**
- **Community Service Log**

Individuals within groups may also be considered for individual award if they meet the appropriate hours within the 12 month designated period. Individuals must apply separately for an individual award.

## ***Verification of Lifetime Hours***

The lifetime award will only be granted to an individual once. Participants wishing to participate in the lifetime award will need to apply for the lifetime award and complete the **Lifetime Volunteer Verification form** or provide **verification letters** from each organization to verify their hours. Applicants can upload these documents of verification in the award application.

# Sul Ross State University

## Award Procedures

As a certifying organization SRSU is responsible for verifying, ordering, and distributing awards to eligible recipients.

### ***Award Recipients***

SRSU will verify hours and distribute awards to SRSU Students, SRSU Staff & Faculty, and SRSU University Groups.

### ***Award Packages***

SRSU will order the following packages for the corresponding awards. Awards packages are based on availability from the PVSA vendor.

- **Individual Awards:** Medallion Only
- **Group Awards:** Certificate Only (The entire group will receive one certificate)
- **Lifetime Award:** Certificate with Medallion

### ***Awards Ceremony***

**Alpine Campus:** SRSU will host an annual awards ceremony during National Volunteer Month (April) at the SRSU Alpine Campus. This ceremony will acknowledge SRSU recipients.

**RGC Campuses:** A separate ceremony will be held at one of RGC Campuses for recipients. Should a ceremony not be possible and/or individuals not be able to attend the ceremony, the award can be picked up at a designated location and in some instances, shipped to the individual.

**December Graduates:** Arrangements will be made to deliver, acknowledge, and recognize December graduates who are award recipients.

### ***Award Recipient Recognition***

SRSU will facilitate a press release acknowledging all recipients of the annual PVSA. In addition, students will be spotlighted on the University Website and Social Media.

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