



The President's Volunteer Service Award

(For Girls and Adult Volunteers)



Extra Tip: Download this application to your computer, THEN open the saved PDF file, and enter the info. If you enter the info in the web browser, it will erase your answers if you save it there!

Both Girl Scouts and America have long and proud traditions of volunteer service. Presidential recognition is a tremendous honor that sets you apart from your peers. Even though you may not seek recognition, your example can deliver a powerful message that encourages others to take action.

The President's Volunteer Service Award recognizes United States citizens and lawfully admitted, permanent residents of the United States who have achieved the required number of hours of service over a 12-month time period or cumulative hours over the course of a lifetime. **Girl Scouts of Western New York (GSWNY) may certify volunteer hours completed as a result of Girl Scout service only.**

Award Levels

There are four levels of the President's Volunteer Service Award:

- Bronze Level
- Silver Level
- Gold Level
- Lifetime Achievement Award

The number of volunteer hours required over a 12-month period for different age groups:

	Kids (ages 5-10)	Teens (ages 11-15)	Young Adults (ages 16-25)	Adults (ages 26+)
Bronze	26-49	50-74	100-174	100-249
Silver	50-74	75-99	175-249	250-499
Gold	75+	100+	250+	500+
Lifetime	Individuals who have completed 4,000 or more hours in their lifetime*			

*Volunteers may reuse hours utilized for annual awards toward a future Lifetime Achievement Award.

Awards

Upon completion of service, eligible participants can request*:

- President's Volunteer Service Award Package including:
 - A personalized certificate of achievement
 - A congratulatory letter from the President of the United States
 - President's Volunteer Service Award Pin for the level achieved – Bronze, Silver, Gold or Lifetime

* Items are ordered using the *President's Volunteer Service Award Certification form*.



The President's Volunteer Service Award



Record of Service

To earn an award, individuals must keep a record of volunteer activities and hours served.

To do this, you must:

- Keep a record of service hours completed as a Girl Scout member. GSWNY cannot certify volunteer hours performed outside of Girl Scout activities. Use the **President's Volunteer Service Award Record of Service Hours** (page 5) to record.
- Because GSWNY submits our annual order for awards in October, the 12-month period for Bronze, Silver, or Gold level certifying service is October 1 – September 30, which also follows the Girl Scout year.
- For those who wish to request the Lifetime Achievement Award and need assistance in calculating hours, use the “Suggested Guidelines for Service Hours.”

Requesting Awards

When you have completed the required number of hours for the desired award level, submit the **President's Volunteer Service Award Certification Form** (page 4).

- For those requesting a Lifetime Achievement Award, you must certify that you are: (1) United States citizen or lawful permanent resident (by providing documentation), and (2) are not a registered sex offender listed on the National Sex Offender Registry (by submitting to a background check). We will contact you to verify these requirements.

Ordering and Delivery of Awards

A council-wide order is placed once per year in October; please plan accordingly. Application and record of service must be received by October 15th. Delivery of awards varies and is dependent on processing by PVSA administration.

You will receive an email when the awards are ready to be picked up at the service center indicated on your Certification Form. Questions? customercare@gswny.org



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Record of Service Hours instructions:

- **Girl Scouts of Western New York may certify volunteer hours completed as a Girl Scout member only.** These can be hours done as a Girl Scout volunteer or girl member in service to other organizations, but cannot be service done as a private individual, family, or as part of volunteering through another organization (such as church or school).
- Girl hours can include service done with a troop or as an Individually Registered Girl, and may include hours toward earning Girl Scout Higher Awards such as the Bronze, Silver, or Gold Award.
- Volunteer hours may include hours that are also recognized with GSUSA or GSWNY adult recognitions.
- When calculating your hours, include planning, travel and execution time.

Examples for Bronze, Silver, or Gold requests:



Date	# of hours (in whole numbers)	Location/Service recipient	Brief description of service provided or volunteer position (e.g. Troop Leader)
2/5/2021	3.5	Main St. Park	Picked up trash and cleaned up flower beds
3/9/2021	2	SPCA	Baked dog treats for shelter dogs
11/6/2021	6	Food pantry	Organized food drive, picked up donations and sorted



Date	# of hours (in whole numbers)	Location/Service recipient	Brief description of service provided or volunteer position (e.g. Troop Leader)
2/2021	15	Girl Scout troop	Planning and running troop meetings
4/5-7/2021	36	Girl Scout troop	Weekend troop camping trip
7/8/2021	4	Girl Scout troop	Field trip to SPCA

For volunteer roles, you do not need to list every individual service hour earned, but may group your hours by month or activity.

Examples for Lifetime Achievement Award Requests:

Since most volunteers have not been recording their hours over many years, you may use the suggested service hour ranges below. The range is based on an average number of service hours; you may have served more hours. Your hours should be based on your best estimate.

Position	Range of service hours
Troop Co-Leader	150-250
Service Unit Manager	120-200
Service Unit Team member (treasurer, cookie manager, etc)	25-75
Troop Cookie Manager	10-30
Service Unit Camp Out (SUCO) Director	75-100
National Delegate	125-175
Girl Scout Trainer	50-150
Council Committee Member	25-75



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The GSWNY order for this award is placed in October of each year.
Application and record of hours must be received by October 15.

President's Volunteer Service Award Request

First Name:

Last Name:

Address:

Phone:

Email:

Age of Nominee at the time of service:

Kids (5-10)

Teens (11-15)

Young Adults (16-25)

Adults (26+)

Lifetime Achievement Award

	Kids (ages 5-10)	Teens (ages 11-15)	Young Adults (ages 16-25)	Adults (ages 26+)
Bronze	26-49	50-74	100-174	100-249
Silver	50-74	75-99	175-249	250-499
Gold	75+	100+	250+	500+
Lifetime	Individuals who have completed 4,000 or more hours in their lifetime			

Award level requested	Required hours	# of hours completed - Fill out Volunter Record of Service Hours page(s) to support.
Bronze	See above chart	
Silver		
Gold		
Lifetime Achievement Award*	4,000	

I hereby certify that I have met the criteria necessary to earn the President's Volunteer Service Award.

Applicant Signature:

Date:

**Those who request Lifetime Achievement Awards must provide additional documentation to prove citizenship as well as submit to a background check. GSWNY will contact you regarding these additional requirements. Your request will not be processed without these additional steps, and failure to complete the steps in a timely manner will nullify this application.*

Please return this form and Record of Service Hours (next pages) to:

adultrecognitions@gswny.org

OR mail to:

Girl Scouts of Western New York
Attn: Volunteer Experience
1000 Elmwood Ave.
Rochester, NY 14620



The President's Volunteer Service Award



Reminder: This award is for current Girl Scout members (girls or adults). Hours cannot be service done as a private individual, family, or another organization's volunteer (such as church or school). When calculating your hours, include planning, travel and execution time. **See 2-3 for instructions on recording volunteer hours.**

Volunteer Record of Service Hours

Date	# of hours (in whole numbers)	Location/Service recipient	Brief description of service provided or volunteer position (e.g. Troop Leader)

More space available on next page. You may also combine related activities into one line. **See page 3 for full details.**

