



# PRESIDENT'S VOLUNTEER SERVICE AWARDS



## GROUP AWARD CERTIFICATION FORM (FORM D)

A separate form should be completed for each group receiving the President's Volunteer Service Award. Please type or print using blue or black ink. Photocopy this form as needed. The Award Order Form and payment should accompany this form. Please fax completed forms to **1-202-729-8033**.

### Group Information

CONTACT NAME \_\_\_\_\_

Group name preferred on certificate \_\_\_\_\_

Year for which hours are being certified \_\_\_\_\_  
**(will appear on certificate)**

### Group Volunteer Information

How many members are in the group? \_\_\_\_\_

How many hours did the group complete during the 12-month period? \_\_\_\_\_

Where did the group perform most of their volunteer service? \_\_\_\_\_ U.S. city and state or Country

Tell us more about the award recipient's service. *(35 words or fewer)* *(Optional)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Demographic Information *(this section is optional)*

Gender \_\_\_\_\_ Female \_\_\_\_\_ Male

Age \_\_\_\_\_ 5-14 \_\_\_\_\_ 15-21 \_\_\_\_\_ 22-35 \_\_\_\_\_ 36-49 \_\_\_\_\_ 50+

**Ethnicity:** Hispanic or Latino? \_\_\_\_\_ yes \_\_\_\_\_ no If "yes" please indicate how many. \_\_\_\_\_

**Race** *Please mark one or more*

\_\_\_\_\_ Alaska Native/ American Indian \_\_\_\_\_ Black / African American \_\_\_\_\_ White

\_\_\_\_\_ Asian \_\_\_\_\_ Native Hawaiian or Pacific Islander

**Education (Highest level completed)** \_\_\_\_\_ K-8 \_\_\_\_\_ High School or GED \_\_\_\_\_ Undergraduate Degree  
\_\_\_\_\_ 9-11 \_\_\_\_\_ Some College \_\_\_\_\_ Graduate/Professional Degree

***I hereby certify that my organization has verified that each individual or group specified on this form has met the respective criteria necessary to earn the President's Volunteer Service Award.***

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Name of organization \_\_\_\_\_

See reverse for Public Burden Statement and Privacy Act Notice.

OMB Control #: 3045-0086  
Expiration Date: 02/28/2010

## **Instructions for FORM D (Group Award Certification Form)**

All President's Volunteer Service Awards must be verified and issued through institutions which we call Certifying Organizations (CO). If the nominee is an individual, family, or group who is seeking the PVSA and are associated with any organization such as a faith-based institution, school, higher education, nonprofit and community based organization, business, labor union, civic or service club, membership and trade association, and federal, state or local government agency, please ask for one of these to become a CO and verify your service.

There is a nominal charge for the recognition packet. Some organizations may cover the cost of the packet. If the CO is unable to cover this cost, it is appropriate for the individual volunteer, if asked, to help cover the cost.

To earn an award, individuals, families and groups must keep a record of volunteer activities and hours served. This record of service may be kept as a diary or calendar or tracked online with the USA Freedom Corps Record of Service available on the President's Volunteer Service Award site at [www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov).

**For the purpose of the President's Volunteer Service Award, a group is any self-designated group of two or more individuals who considers themselves a group.** Each member of the group must complete at least 25 hours of service with a group's cumulative hours being at least 200 hours in the 12-month period.

### **Group Information:**

Please fill out the information for the group. The contact name should be the name of the group member who can be identified as a contact person.

### **Volunteer Information: Please answer all questions.**

*How many hours did the group complete during the 12-month period?* Please fill in number of hours. The 12-month period does not depend on a calendar year, school year, or any other time period other than the 12-month period preceding the application for the PVSA.

*Where did the group perform the majority of their volunteer service?* Please fill in the blank with the location whether a U.S. state or other country, where the volunteers performed the majority of service. Service can be in many locations, so please just indicate where the majority of service took place.

### **Optional Information:**

*For each category, please fill in the total number that would fit into each group.*

*Gender:* Enter number of females and number of males in the group.

*Age:* Please indicate the age of individuals at the completion of service hours by reporting the number of individuals who are in each category.

*Ethnicity:* Does the individual consider himself or herself Hispanic or Latino? Please indicate the number of individuals who would answer "yes", and the number of individuals who would answer "no".

*Race:* Please mark all that apply.

*Education:* Please indicate the highest level of education completed for each individual by reporting the number of individuals who are in the each category.

**Public Burden Statement:** The public burden for this collection of information is estimated to average 20 minutes per submission, including reviewing instructions, gathering the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Office Public Affairs, 8<sup>th</sup> Floor, Attn: Ms. Rhonda Taylor, 1201 New York Avenue, N.W., Washington, D.C., 20525. The Corporation informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed are current and valid. (See 5 C.F.R.1320.5(b)(2)(i)).

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you. The authority for collecting this information is contained in Executive Order 13285, signed January 29, 2003. The principle purpose for collecting this information is to recognize individuals, schools and organizations that excel in their efforts to support volunteer service and civic participation, especially with respect to students in primary and secondary schools, and institutions of higher learning. The information will be used to select winners of the President's Volunteer Service Awards and the Call to Service Awards. Nominations for these awards are voluntary. All information that is provided to the Corporation and its administrating organization will not otherwise be disclosed to entities outside of the Corporation without the approval of the individual or organization nominated for the award.