

**PRESIDENT'S VOLUNTEER SERVICE AWARD - FORM A**



**CERTIFYING ORGANIZATION APPLICATION FORM**

This form **MUST** be completed by any organization that is interested in presenting the *President's Volunteer Service Award*. **This form is for first-time registrants only.** Please fax completed forms to **1-202-729-8033**.

If you would like to mail this form, please send it to the address at the bottom of the page.



**ORGANIZATION INFORMATION**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 WEBSITE \_\_\_\_\_

**CONTACT PERSON FOR YOUR ORGANIZATION**

NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Is this an \_\_\_\_\_ Independent Organization or \_\_\_\_\_ Organization's Headquarters or \_\_\_\_\_ Chapter Location?

**TYPE OF ORGANIZATION** *(please check all that apply)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Business                            | <input type="checkbox"/> Government            | <input type="checkbox"/> School                 |
| <input type="checkbox"/> College/ University                 | <input type="checkbox"/> Human Services        | <input type="checkbox"/> Service Club           |
| <input type="checkbox"/> Community Program                   | <input type="checkbox"/> Labor Union           | <input type="checkbox"/> State Commission       |
| <input type="checkbox"/> Faith-Based                         | <input type="checkbox"/> National Service Org. | <input type="checkbox"/> Volunteer Center       |
| <input type="checkbox"/> Fraternity/ Sorority                | <input type="checkbox"/> Nonprofit             | <input type="checkbox"/> Youth Development Org. |
| <input type="checkbox"/> Other <i>(please specify)</i> _____ |  |   |

How many *President's Volunteer Service Awards* do you plan to award? \_\_\_\_\_ 2007 \_\_\_\_\_ 2008 \_\_\_\_\_ 2009 \_\_\_\_\_ 2010

***(Optional Information)***

Number of volunteers active with your organization annually? \_\_\_\_\_  
 Does your Organization have a formal membership program? \_\_\_\_\_yes \_\_\_\_\_no  
 Briefly describe the organization's focus or mission. \_\_\_\_\_  
 \_\_\_\_\_

Mail to: Points of Light Foundation/ PVSA  
 1400 I Street, N.W. Suite 800  
 Washington DC 20005

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

See reverse for Public Burden Statement and Privacy Act Notice.

## **Instructions for FORM A (Certifying Organization Application Form)**

All President's Volunteer Service Awards must be verified and issued through institutions which we call Certifying Organizations (CO). CO may include faith-based institutions, schools, higher education, nonprofit and community-based organization, businesses, labor unions, civic or service clubs, membership and trade associations, and federal, state or local government agencies. **This form is for FIRST-TIME CO registrants only.**

To qualify as a CO, an organization must:

- Be legally established and located within the United States, the commonwealth of Puerto Rico, or a United States territory;
- Agree to review and verify the records of service of prospective individual and family/group recipients, and then distribute the award only to those who meet the established criteria;
- Either directly or through sponsorship pay for each Award package that it requests.

### **Organization Information:**

Please fill out organizational information, giving full address, including city, state and zip, phone number, and website if available.

### **Contact Person:**

It is important to fill in information for the person responsible for coordinating and submitting nominations and order forms. Please include email address.

*Please indicate whether your organization is an independent organization, an organizational headquarters, or a local chapter location of a regional or national organization.*

### **Type of Organization:**

Please check the box or boxes that most appropriately describes your organization.

*How many President's Volunteer Service Awards do you plan to award? Please provide an estimate of how many awards you plan to give out for each year. These numbers are meant only to help plan for future years. Providing these numbers does not obligate your organization in any way!*

### **Optional Information:**

*Number of volunteers active with your organization annually? Please provide an estimate of the number of volunteers who participate in your organization. This number will include ongoing volunteers as well as those who participate only in special projects.*

*Is your organization a membership organization? Please indicate if your organization has a formal membership or affiliate program.*

**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 administering organization will not otherwise be disclosed to entities outside of the Corporation without the approval of the individual or organization nominated for the award.