

NCA 2018-2019 President's Volunteer Service Award Guideline

Nebraska Chinese Association (NCA) is proud to be a certifying organization for the President's Volunteer Service Award (PVSA) since June 2018. The award honors 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. Candidates must meet the number of hours designated by the PVSA program (see below).

Service Hours Requirements

Hours are measured over a 12-month period and awards are designated based on cumulative hours. The awards are offered in multiple levels and are designed to recognize each milestone of your service achievement. Levels include bronze, silver, gold and the highest honor, the President's Lifetime Achievement Award for those who contribute more than 4,000 hours of service in their lifetime.

Hours by Award	Bronze	Silver	Gold
Kids (5-10)	26 – 49	50 – 74	75 +
Teens (11–15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +
Adults (26 and older)	100 – 249	250 – 499	500+
Families and Groups*	200 – 499	500 – 999	1,000+
President's Lifetime Achievement Award: Individuals who have completed 4,000 or more hours in their lifetime			
* Two or more people, with each member contributing at least 25 hours toward the total			

Team Award (Families and Groups) Guideline

A completed "NCA Community Service Verification Log Sheet" for EACH TEAM MEMBER must be included with a team submission. A team is defined as between 2 and 20 people, with each member contributing at least 25 hours toward the total service hours. If you are submitting hours as part of a team, you cannot apply for an individual award, and vice versa.

Volunteer tasks include but are not limited to:

- Assisting at the information desk/NCA Chinese School/NCA Library
- NCA New Year Gala Performance
- Festival Parade
- Event clean-up
- Planning for fundraising and other events
- Taking on special projects, such as helping with NCA events, Green Kids, etc.

PVSA Application Process

Step One:

To earn your PVSA, you are required to set up your profile in the official PVSA system: <http://www.presidentialserviceawards.gov> first. It is important that you use NCA's ROS Key, HYC-2622, when identifying your Certifying Organization.

Step Two:

After you have set up your profile, please click [here](#) to download the NCA Community Service Verification Log Sheet.

Step Three:

Volunteers are encouraged to visit the NCA website, WeChat group, or contact NCA officers or project leaders to obtain information on NCA volunteer opportunities and instructions.

Step Four:

Complete the community service and fill out the NCA Community Service Verification Log Sheet. Your service hours must be verified by a NCA officer or project leader (actual signature required). This must be done for each community service opportunity.

Step Five:

Return the completed NCA Community Service Verification Log Sheet to NCA at Omahachinese@gmail.com before the submission due date.

Period of Service	Log Sheet Submission Due Date
September 1, 2018-November 30, 2018	December 10, 2018
December 1, 2018- February 28, 2019	March 10, 2019
March 1, 2019-May 31, 2019	June 10, 2019
June 1, 2019-August 31, 2019	September 10, 2019

Step Six: NCA Presidential Volunteer Service Award Program coordinators certify community service hours within 30 days after receiving the completed forms.

Step Seven: Volunteers who have qualified for an award will be notified by NCA before December 1. The Annual Service Award Ceremony will be held in spring of the following year.

Award Package

- A personalized certificate of achievement
- The official President's Volunteer Service Award pin, coin, or medallion
- A congratulatory letter from the President of the United States

Note:

- Awards are issued for volunteer services only; additional levels of participation with the organization (i.e., charitable support) are not a factor considered for the award. NCA tracks hours for the PVSA during a one year period beginning September 1st and ending August 31st of the following year.
- Volunteers are responsible for keeping log sheets and obtaining supervisor signatures upon completion of each service activity throughout the year. It is highly recommended to make copies of the completed log sheet(s).
- It's highly recommended that volunteers enter in their own service hours into the PVSA system (see link below). Otherwise, a NCA coordinator will enter in the hours.

The President's Volunteer Service Award is a prestigious and meaningful way for NCA to encourage members to give back to their local community. We look forward to working with our volunteers and helping them achieve their recognition. Their efforts will have a lasting impact on the Greater Omaha and surrounding communities.

Please e-mail any questions to NCA at OmahaChinese@gmail.com.

Sincerely,

Nebraska Chinese Association PVSA Committee