



# President's Volunteer Service Award Group Application For MDC Student Organizations

**Early Application due April 1, 2022**

**Final Application due May 6, 2022**

**This form should be completed for MDC Student Organizations seeking to receive the *President's Volunteer Service Award*. This form should be completed by the organization's President and Advisor. Please type or print using blue or black ink. The organization must have a minimum of 200 service hours within ANY 12-month period with documentation from iCED.**

**Please complete all information. Incomplete applications will not be processed.**

Qualifications:

- The organization applying must be an approved and active student club/organization with the Department of Student Life.
- There must be two or more group members doing service at the same time for hours to count as group service.
- All hours reported must have been completed as part of the student organization.

### Student Organization Information

Organization Name: \_\_\_\_\_

Campus where organization is registered: \_\_\_\_\_

Organization's President: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Primary E-mail Address: \_\_\_\_\_

Faculty/ Staff Organization Advisor Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Primary E-mail Address: \_\_\_\_\_

### Community Service Information

Total number of hours: \_\_\_\_\_ (minimum of 200 service hours within any 12-month period)

Start Date (dd/mm/yyyy): \_\_\_\_\_ End Date (dd/mm/yyyy): \_\_\_\_\_

Total number of members contributing to the total of hours: \_\_\_\_\_

***Please remember to complete the back of the application.***

-----Do not write in this box (Official Use) -----

#### **Categories by hours**

**Date received:** \_\_\_\_\_

**Date entered stamp:** \_\_\_\_\_

Bronze	200 - 499
Silver	500 - 999
Gold	1000 +

# Student Organization Member Information Sheet

Input the total hours per member. All hours reported must have been completed within the same 12-month period and contributed to this organization.

	Member's Name	Member's MDC ID	Member's E-Mail	Total Hours	Official Use Docu. Pro.
ex	John Smith	H23 13 2045	jsmith@mdc.edu	25	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
	Total Hours				

**Reporting Hours Period**  
**From** \_\_\_\_\_  
**To** \_\_\_\_\_

All hours reported must be supported by documentation with a signature from a supervisor. The application is due

**April 1, 2022** for Spring Awards Ceremony Recognition and the final application is due **May 6, 2022**. In addition to this group form, each group member is encouraged to log her/his hours into the Institute for Civic Engagement and Democracy's web-based database in order to have an official record of their individual service and to qualify for the individual PVSA award. Instructions can be obtained at any of the offices listed below.

**Please turn in application to the Institute for Civic Engagement and Democracy office at your campus:**

- |           |                              |
|-----------|------------------------------|
| Hialeah   | Rm Student Life/305.237.8858 |
| Homestead | Rm A108/305.237.5205         |
| Medical   | Rm 2204/305.237.4476         |
| North     | Rm 4204/305.237.1820         |
| West      | Rm 1122/305.237.8960         |
| Wolfson   | Rm 3410/305.237.3848         |
| Kendall   | Rm 8201/305.237.0859         |
| Padrón    | Rm 3210/305.237.6734         |