



President's Volunteer Service Award Individual Application

Early Application due April 1, 2022
Final Application due May 6 2022

This form should be completed for individuals seeking to receive the *President's Volunteer Service Award*. Please type or print using blue or black ink. The applicant must have a minimum of 100 service hours within ANY 12-month period with documentation from iCED, part of which must be completed while a student at Miami Dade College.

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

Applicant Information Please circle your status: Student Faculty Employee

First Name _____ Middle Initial _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____

Primary E-mail _____ Secondary E-mail _____

Service Start Date (mm/dd/yyyy) _____ Service End Date (mm/dd/yyyy) _____

MDC Campus: _____ Student ID# _____ Currently Enrolled: Yes or No

Are you a citizen of the United States of America or Lawful Permanent Resident: Yes or No

Community Service Information

Total number of hours _____ (minimum of 100 service hours within 12 months)

Service Classification - Check One Category to note where most of your volunteer activity took place:

Youth Achievement

Includes volunteer activities such as mentoring, coaching, tutoring, and improving literacy in areas such as reading and finance, to keep young people engaged academically in education.

Parks and Open Spaces and the Natural Environment

Includes volunteer efforts to conserve and protect our park lands and gardens, neighborhood clean-ups, and beautification projects to create safe playgrounds. It also includes creating safe, meaningful experiences and outdoor activities for individuals to enjoy the environment and our natural resources.

Healthy Communities

Includes volunteer efforts to help the elderly, disabled, diseased, hungry or homeless and to improve the economic health of the community. These could include volunteering for health and nutrition education services, immunization campaigns, resume building, career training, disease screenings, hospital support, blood drives, veterans outreach, working with local public health programs, micro-enterprise, and business development.

Public Safety and Emergency Response

Includes volunteer efforts to help individuals and families make their homes and communities safer from the threats of crime, terrorism, and disasters of all kinds. Includes preparedness training, volunteer firefighters, and programs like Citizen Corps, Neighborhood Watch, Medical Reserve Corps, and Volunteers in Police Service. This also includes animal services.

Individual Service Registration Instructions

Students who want to earn the President's Volunteer Service Award (100 hours in a 12-month period) must register their hours using this system and submit the PVSA application along with the requested information listed at the end of the instructions.

1. Go to www.mdc.edu/iced and go to the Student page. Click on "REGISTER MY SERVICE."
2. Select option #2 "INDIVIDUAL SERVICE (volunteering not for a class)."
**Note:* The hours should have already been completed.
3. Scroll down and enter your MDC User Name and Password. Then click "Log In/ Submit."
4. Make sure that Individual Service is selected and scroll down.
5. Select your service site under "Where did you volunteer?" (**Note:* If the service site does not appear on the list, select "The site is not listed above" box located beneath the list.)
6. Complete the required information (date and service hours performed)
7. Write a brief description of the service rendered, and contact information such as supervisor name, phone number, and service site address.
8. Click "Submit and Receive Approval Instructions" to finish the online portion of the registration process.
9. Review the approval instructions and print the "Service Verification Form."
**Note:* Your application will remain pending until the Service Verification Form and further documentation is turned into the Institute for Civic Engagement and Democracy (iCED) at your campus.
10. Submit your "Service Verification Form" and all supporting documents to your campus iCED office. Contact information below.

**If you completed your 100 hours through service-learning you do not need to complete a "Service Verification Form." Otherwise all other hours must be registered.*

FAQs

What types of service are not accepted?

- Religious proselytizing or spreading religious doctrine.
(*e.g., passing out religious material, teaching Sunday school, etc.*)
- Working for free/volunteering at a for-profit business.
- Group activities that benefit the group and don't directly support a community need.
- Attending a community event or meeting.
- Donating money to charity.
- Any duties required of you as an officer or leader of a student organization.

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

Can volunteer hours completed on campus count as individual service?

Yes, as long as the service falls within the guidelines posted above. In order to approve the hours you completed on campus, a letter signed by your supervisor explaining what service you rendered must be submitted to the iCED at your campus.

What type of documentation is needed to verify your hours?

Everyone must turn in the "Service Verification Form" (see above) and if necessary, one of the forms of documentation listed below:

- Signed letter from agency/school with the number of service hours completed and brief explanation of services rendered.
- Signed timesheet/volunteer log from agency/school verifying your hours of service.
- Signed documentation from agency/school or student club/organization advisor.

***All hours must be supported by documentation with signature from supervisor.** Attach documents such as letters and certificates to this form. The documents must also show the number of hours and dates and be verified by a volunteer coordinator or supervisor. If you have completed service-learning, please include a copy of your hour report(s). If a summary of your service-learning is needed please visit the iCED office at your campus (see above).

www.presidentialserviceawards.gov