

## Youth Service Award Programs

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### Dear 2024-25 Youth Service Award Registrant:

This packet includes information on how to receive one or more of the awards presented by the Triangle Nonprofit & Volunteer Leadership Center (TNVLC). The following is a list of requirements for each of the 3 awards. **PLEASE read** to ensure correct submission of your application. **It is your responsibility to have your supervisor/supervisors complete and submit the online evaluation form.**

### For All Awards:

- ❖ You must be between the ages of 12-18.
- ❖ **Register and pay [here](#)** for each award you are pursuing.
- ❖ Have your volunteer supervisors complete and submit an [online evaluation form](#).
- ❖ You can volunteer for more than one nonprofit in order to accumulate hours. However, you cannot be compensated for any of the hours. Remember: stipends or honorariums are forms of compensation.
- ❖ **Very Important: Please verify that your nonprofit is certified with us BEFORE beginning service**

### Commissioners' Award: **Friday August 1st deadline**

- ❖ Serve at least **40 volunteer hours during the academic year** in one or more nonprofits registered with the TNVLC. Contact our office if you have questions about your nonprofit agency.
- ❖ Use the time sheet template to track your hours – DO NOT SEND it to us, the purpose of the time sheet is to help you track your hours.
- ❖ Share this [evaluation form](#) and your volunteer hours with your supervisor so he/she/they can complete and submit it online.

### Mayor's Award: **Tuesday September 1st deadline**

- ❖ Serve at least **40 volunteer hours during the summer** in one or more agencies registered with the TNVLC to earn the **Bronze Level**, serve at least **80 volunteer hours during the summer** to earn the **Silver Level**, and serve at least **120 volunteer hours during the summer** to earn the **Gold Level**.
- ❖ New agencies can register by August 1, 2025.
- ❖ Use the time sheet template to track your hours – DO NOT SEND it to us, the purpose of the time sheet is to help you track your hours.
- ❖ Share this [evaluation form](#) and your volunteer hours with your supervisor so he/she/they can complete and submit it online.

### President's Volunteer Service Award: **Tuesday September 1st deadline**

- ❖ This Award is only available for students completing the Mayor's Award or the Commissioners' Award.
- ❖ Serve the required hours to meet the age specific eligibility levels for the bronze, silver, or gold award at agencies registered with TNVLC. Contact us if you have questions about your agency.
- ❖ There is no separate fee for the Presidential Award. It is offered in conjunction with the Mayor's or Commissioners' Award.
- ❖ **If you turned 16 this year**, please check the minimum required hours e.g. to be eligible for the bronze level, you will need to earn between 50 to 74 hours as a 15 yr old i.e. before your 16<sup>th</sup> birthday OR between 100 to 174 hours after your 16<sup>th</sup> birthday.

### How This Works

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- ❖ **Find Volunteer Opportunities:** Find a local nonprofit or public agency where you would like to volunteer. You can find volunteer opportunities at [HandsOnTriangle.org](http://HandsOnTriangle.org). Click on “advanced search,” then “appropriate for,” and mark your age range. You can also volunteer at other nonprofits however, please be sure that these agencies are certified nonprofits PRIOR to your service.
- ❖ **When You Volunteer:**
  - Give the attached letter to the volunteer supervisor at the agency where you are volunteering.
  - Talk with him/her/them about the process for keeping track of your hours.
  - Write down your volunteer hours on the attached Volunteer Time Sheet. Remember, you are solely responsible for keeping track of your hours on the time sheet.
  - If you are volunteering with more than one agency, you will need to keep a separate time sheet and have supervisors submit evaluations for their respective agencies.
- ❖ **Evaluation:** After you complete your volunteer hours, ask your supervisor to complete the online Volunteer Evaluation Form. You must receive ratings of average or above from your supervisor in order to receive an award. If a supervisor gives you a rating that is below average the hours you served at that agency will not count towards your award.
- ❖ **Award Presentation:** Each fall the TNVLC hosts the Tomorrow’s Community Leaders Award Ceremony with Triangle area mayors and elected officials. We will send information about the award ceremony to all students registered to receive an award. Students earning these awards may also be invited to attend other special functions (i.e. photo session with a mayor, etc.)

## Donations Welcome

According to the National Resource Center “youth development is the transformation of children into competent, confident, connected and contributing people of character who are fully prepared and fully engaged in their communities.” The Triangle Nonprofit & Volunteer Leadership Center’s programs are designed to provide resources, education, and motivation to equip young people to develop a legacy of service to the community.

Each year the Youth Service programs continues to honor students, but with less funding. Please consider making a financial contribution to the Center so that together we can invest in young people, harnessing their potential to improve our communities while developing their skills for future success.

Secure online donations can be made at [TheVolunteerCenter.org](http://TheVolunteerCenter.org) or by mailing a check to:

Triangle Nonprofit & Volunteer Leadership Center  
P.O. Box 3374  
Durham, NC 27702

(Please make checks out to: Triangle Nonprofit & Volunteer Leadership Center)

Thank you for your generosity!

## COMMISSIONERS VOLUNTEER TIME SHEET **(not for submission, to keep track only)**

*Hours at multiple organizations may be combined to total your goal number of hours. Hours on one timesheet can apply to multiple service awards.*

# Youth Service Award Programs

However, you must copy and complete a separate time sheet for each organization. You do not need to submit this to us, this is simply a template to help you track your volunteer service hours to give it to your supervisor for him to complete the evaluation form.

Volunteer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street City State Zip

Parent/Guardian Phone: \_\_\_\_\_ Student Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade Fall 2024: \_\_\_\_\_ Date of Birth: / /

Organization where volunteer hours completed: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
 Street City State Zip

Supervisor's Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ Supervisor's E-mail: \_\_\_\_\_

Column A			Column B		
Must Enter Month/Day/Year	# Hours Volunteered	Verification (Supervisor Initials)	Must Enter Month/Day/Year	# Hours Volunteered	Verification (Supervisor Initials)
Total Hours from Column A			Total Hours from Column B		
			TOTAL HOURS (Column A + Column B)		

## MAYOR'S VOLUNTEER TIME SHEET (not for submission, to keep track only)



# Youth Service Award Programs

Hours at multiple organizations may be combined to total your goal number of hours. Hours on one timesheet can apply to multiple service awards. However, you must copy and complete a separate time sheet for each organization. You do not need to submit this to us, this is simply a template to help you track your volunteer service hours to give it to your supervisor for him to complete the evaluation form.

Volunteer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street City State Zip

Parent/Guardian Phone: \_\_\_\_\_ Student Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade Fall 2024: \_\_\_\_\_ Date of Birth: / /

Organization where volunteer hours completed: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
 Street City State Zip

Supervisor's Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ Supervisor's E-mail: \_\_\_\_\_

Column A			Column B		
Must Enter Month/Day/Year	# Hours Volunteered	Verification (Supervisor Initials)	Must Enter Month/Day/Year	# Hours Volunteered	Verification (Supervisor Initials)
Total Hours from Column A			Total Hours from Column B		
			TOTAL HOURS (Column A + Column B)		

## PRESIDENT'S VOLUNTEER TIME SHEET (not for submission, to keep track only)

Hours at multiple organizations may be combined to total your goal number of hours. Hours on one timesheet can apply to multiple service awards. However, you must copy and complete a separate time sheet for each organization. You do not need to submit this to us, this is simply a template to help you track your volunteer service hours to give it to your supervisor for him to complete the evaluation form.



# Youth Service Award Programs

Volunteer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Parent/Guardian Phone: \_\_\_\_\_ Student Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade Fall 2024: \_\_\_\_\_ Date of Birth: / /

Organization where volunteer hours completed: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
Street City State Zip

Supervisor's Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ Supervisor's E-mail: \_\_\_\_\_

Column A			Column B		
Must Enter Month/Day/Year	# Hours Volunteered	Verification <i>(Supervisor Initials)</i>	Must Enter Month/Day/Year	# Hours Volunteered	Verification <i>(Supervisor Initials)</i>
<b>Total Hours from Column A</b>			<b>Total Hours from Column B</b>		
			<b>TOTAL HOURS</b> <i>(Column A + Column B)</i>		