

# Student Community Service Award Programs

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## Dear Student Community 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(s) complete and submit the online evaluation form. Hours will not be confirmed without this.**

- ❖ **Important Hours Update:** During the height of the pandemic, we lowered the minimum required number of hours to 40 due to continuing public health concerns and the challenges students may have had in completing their volunteer hours for the Mayor's & Commissioners' Award. Starting with the 2025-2026 school year, we will be raising that minimum back up to 60 hours for the Commissioners' Award. Starting with the summer of 2026, the Mayor's award will be raised back to a minimum of 60 hours. We will accept and honor hours submitted prior to this announcement.

### 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 BEFORE beginning service**

### Commissioners' Award: **Tuesday, September 1st deadline**

- ❖ For the 2024-2025 School year, serve at least **40 volunteer hours during the academic year** at one or more registered nonprofit.
- ❖ For the 2025-2026 School year, serve at least **60 volunteer hours during the academic year** at one or more registered nonprofit.
- ❖ 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 they can complete and submit it online.

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

- ❖ Serve at least **40 volunteer hours during the summer of 2025** at one or more nonprofit agency. Starting in the summer of 2026, students must serve at least 60 hours to receive this award.
- ❖ 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 they can complete and submit it online.

### President's Volunteer Service Award (PVSA): **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 registered nonprofit agencies.
- ❖ There is no separate fee for the Presidential Award. It is offered in conjunction with the Mayor's or Commissioners' Award.
- ❖ To be eligible for the bronze level, you will need to earn at least 50 hours as a 15 yr old (i.e. before your 16<sup>th</sup> birthday) OR at least 100 hours after your 16<sup>th</sup> birthday.
- ❖ **Important Update on the PVSA:** AmeriCorps has announced a temporary pause of the President's Volunteer Service Award program, effective May 27, 2025. During this pause, no new award will be accepted. At this time, AmeriCorps has not provided a date for when the program will resume. We will share updates with you as soon as we receive more information.

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### How This Works

- ❖ **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). You can also volunteer at other nonprofits, however, please be sure that these agencies are certified nonprofits with the state of North Carolina PRIOR to your service.
- ❖ **When You Volunteer:**
  - Talk with your supervisor about the process for keeping track of your hours.
  - Write down your volunteer hours. Remember, you are solely responsible for keeping track of your hours. Feel free to keep track of your hours with your own system or with the time sheet provided below. Some nonprofits may also have a particular way that they keep track of all of their volunteer hours.
  - If you are volunteering with more than one agency, you will need to keep a separate time sheet and have *EACH* supervisor submit evaluations for their respective agencies.
- ❖ **Evaluation:** After you complete your volunteer hours, ask your supervisor to complete the online Supervisor Evaluation Form. You must receive ratings of average or above from your supervisor 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 TNVLC hosts an award ceremony where you will receive your certificate. 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 the mayor, volunteer of the year, 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, our Student Service programs continue to honor more and more students with less and less funding. Please consider making a financial contribution to the Center so that we can invest in young people, harnessing their potential to improve our communities while developing their skills for future success together.

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

The 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!

# Student Community Service Award Programs

## 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. 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: \_\_\_\_\_ 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)		

# Student Community Service Award Programs

## MAYOR'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.

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

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

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

School: \_\_\_\_\_ Grade: \_\_\_\_\_ 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)		

# Student Community Service Award Programs

## 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.

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

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

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

School: \_\_\_\_\_ Grade: \_\_\_\_\_ 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)		