

## POLICY NUMBER 20

### THE PRESIDENTIAL VOLUNTEER SERVICE AWARD PROGRAM

#### Section 1 – Introduction

The Presidential Volunteer Service Award (PVSA) is a prestigious award that recognizes outstanding volunteers offering their time in civic engagement, community service, and/or environmental stewardship. The Palomar College Associated Student Government (ASG) is one of a few educational institutions approved as an Official Certifying Organization for the PVSA.

#### Section 2 – Registration and Award Processing Procedures

In order to assist students, staff, faculty, and family member volunteers in achieving their award goals, in addition to the specific responsibilities of their individual offices, all members of the ASG must be knowledgeable of the program and perform the following duties as directed in this policy:

**Clause I.** Be familiar with and/or be able to guide/direct volunteers on the online registration process. The website to register is <https://www.presidentialserviceawards.gov>.

**Clause II.** Individuals and groups that meet the criteria are eligible for the PVSA:

- a. Recipient(s) must be a United States citizen or a lawfully admitted permanent resident of the United States.
- b. Awards are issued for service hours served within a 12-month time period or over the course of a lifetime.
- c. Awards are issued for volunteer service only; additional levels of participation with the organization (i.e., charitable support) are not a factor considered for the award.
- d. Court-ordered community service **does not** qualify for the award.
- e. Awards are issued by approved Certifying Organizations.
- f. Service must be with an approved Certifying Organization that is legally established in the United States, the Commonwealth of Puerto Rico or one of the U.S. territories.
- g. Additionally, the President's Volunteer Service Award only recognizes unpaid service hours, not financial or other in-kind contributions
- h. Recipient(s) must be a currently enrolled student at Palomar College or apply for award within one year of being a student at Palomar College.

**Clause III.** Gather completed time sheets, supervisor letter of completion with signature, and/or e-mail correspondence from the volunteer organization with pertinent information that are printed and saved as a Portable Document Format (PDF).

- a. The pertinent documents collected as PDF will be permanently saved digitally in a subfolder created with the volunteer's name as the title located within the PVSA folder for the purpose of supporting documentation if and when auditing by the PVSA organization is warranted.

**Clause IV.** Prior to final approval by the Director of the Office of Student Affairs (OSA), certain volunteer information will need to be verified and procedures followed:

- a. The volunteer's citizenship or permanent residency status via state identification, driver's license, passport, etc.
- b. Ensure and verify with the volunteer that their hours were already entered electronically via computer screenshot or volunteer computer log on.
- c. Enclose a copy of the completed time sheets, supervisor letter of completion with signature, and/or printed e-mail correspondence in a folder for the OSA Director.
- d. Date and time of availability to meet with the OSA Director.
- e. If possible, please avoid scheduling multiple volunteers with separate dates to ensure the OSA Director's availability.

**Clause V.** Only after the volunteer's meeting with the OSA Director will the award(s) be ordered online with the following directions:

- a. The OSA Director shall log on to the PVSA website with their access.
- b. The OSA Director shall order the award(s) of each qualifying volunteer.
- c. Recipients **shall not** be allowed to purchase their own award, as it is a violation of the program's terms and conditions and may result in the ASG losing its Certifying Organization status.
- d. The award should arrive within 10-14 business days once order has been placed.

### **Section 3 – PVSA Presentation**

Earning the PVSA through long hours of dedication, sacrifice and service deserves recognition and should be formally presented and publicized.

**Clause I.** Once all recipients' PVSA have been ordered, the ASG Executives namely the President and/or Vice President shall:

- a. Inform the Palomar Superintendent/President of the PVSA recipients.
- b. With shipping and complete arrival of awards in consideration, schedule a date in which the Superintendent/President, OSA Director, and ASG Executives will collectively be available to present the PVSA at the Student Union building.
- c. Inform Palomar College's newspaper, The Telescope of the date, time and location of the award ceremony.
- d. Inform the recipients of the date, time and location of the award ceremony.

#### **Section 4 – ASG Budget Allocation for PVSA Program**

- Clause I.** Per Policy Number 3, Clause X: All budget records and balances for ASG accounts are maintained in the Office of Student Affairs.
- Clause II.** The PVSA shall be a line item. The PVSA line item amount shall start at a minimum of \$250 annually and shall be increased prior to the next budgetary year as demand for the award increases.

#### **Section 5 – Award Approval Schedule and Line of Communication Procedures**

- Clause I.** To maintain consistency and strict adherence to the PVSA administrative procedures; documentation collection and award approval shall be performed when the ASG resumes office during Spring semester the following year.
- Clause II.** The ASG members shall be the link of communication between the recipient(s) and the OSA Director and/or the Superintendent/President:
- a. No recipient(s) shall be allowed direct communication with the OSA Director and/or the Superintendent/President unless determined as an emergency or deemed of utmost importance.
  - b. Only after (Policy Number 20, Section 2, Clause IV, sub-category c.) has been completed shall a date and time to meet with the OSA Director be arranged.
  - c. Only after (Policy Number 20, Section 3, Clause I, sub-category c.) has been completed shall a date and time of the ceremony for the recipients be scheduled. During such time, recipients will have an opportunity to interact with the Superintendent/President, OSA Director, ASG Executives, and/or ASG officers.

ADOPTED: 09/29/2017