If you are interested in getting any credit (such as the President's Volunteer Service Award (PVSA)) from your volunteer hours, it is imperative that you track your hours correctly.

Please refer to your "Track Your Volunteer Hours" sheet as we explain how to track your hours. **Link here**:
https://docs.google.com/document/d/1trHd44Re735yxrVKkVzNUWaidx8anGpWKBBVuD69APs/edit?usp=sharing

Step 1: Make sure you record your **FULL NAME - FIRST AND LAST** at the top of your tracking sheet. This will be the name that shows up on the PVSA certificate.
- Make sure the email you enclose is one that you will check regularly.
- Your graduation year is the year you graduate high school. For example, if you are a junior in high school, you would write: "Graduation Year: 2026".
- Your birthday is necessary to calculate the age group you will be considered in.

Step 2: Begin filling in the table for your hours. The name of the event you volunteered for should describe the activity you did. If you volunteered at an organization during a certain time period, please list the day, month, and year you started and ended, as pictured below. If you are unable to list the exact start or end date, please contact us.

Name of Event you Volunteered for:	Date(s):	Hours Completed:	Name of Supervisor:	Contact information of supervisor (email or phone #) **or** supervisor signature:
Dog Walker for SPCA	June 9th, 2022 - September 21, 2022	13	John Smith	johnsmith@gmail.com
Front Desk Volunteer at Kaiser Permanente	December 12, 2022- January 13, 2023	18	Karen Wilkes	karenwilkes@gmail.com
NVLP Volunteer Events	August 26th, 2022 - January 17th, 2023	47	LEAVE BLANK	LEAVE BLANK

* *You can find the hours earned from an NVLP club activity on our Member Hour Spreadsheet, found at the bottom of this page on our website. We will also send you a confirmation email after*

*you deliver your volunteer activity submission detailing that we received your items and your hours have been logged. **If you aren't receiving these confirmation emails, please contact us.***

The contact information of your supervisor should be the person you spoke to about the opportunity. They should have firsthand knowledge that you volunteered with them. **IF YOU DO NOT HAVE THE CONTACT INFORMATION OF A SUPERVISOR, WE CAN NOT COUNT THOSE HOURS.**

Volunteer events that are not allowed for PVSA:
- Events where you receive any type of payment for your volunteer service
- Court ordered community service due to a criminal offense
- Political lobbying (non-partisan voter registration IS allowed)
- Religious instruction
- Conducting worship service
- Proselytizing
- Serving only family members

If you submit hours for any of the events above, your hours **will not count**.

Step 3: Once you have completed the desired number of hours, or the 12-month period (for PVSA) is up, total your hours at the bottom of the page. We will be double checking this number.

Step 4: Get a parent/guardian confirmation signature at the bottom. If, for whatever reason, you can't get this signature, please email us at nvlpcalhigh@gmail.com

Step 5: Email us! Make sure to include your name, age, and your "Track Your Volunteer Hours" sheet. If you printed the sheet out, please scan it and email it to nvlpcalhigh@gmail.com. If you have it online, please email it to nvlpcalhigh@gmail.com (make sure to give access to us first!).

Email template for PVSA submission:

[Subject line] First Name Last Name PVSA Submission 2023 - 2024

Hi NVLP,

Below is my PVSA submission. Thank you!

Name: _____
Age when submitting hours: _____
Tier (Gold, Silver, Bronze): _____

Total Hours Earned: _____
PVSA Tracking Sheet Link: _____

Best,
Name

IN SHORT:
1. Write your full name, email, graduation year, and birthday + age.
2. Fill out **all** columns of the sheet.
3. Total your hours.
4. Get a parent/guardian signature.
5. Email your tracking sheet to nvlpcalhigh@gmail.com!

HAVE ANY QUESTIONS?
      Don't hesitate to reach out to us! We'd love to hear from you! Send any questions via email to nvlpcalhigh@gmail.com or send us a DM @calhigh_nvlp