

## Heart of Hope Presidential Service Award Guidelines

Heart of Hope (HOH) has become a certifying organization of the President's Volunteer Service Award, which means we can now nominate our volunteers for this honor. The President's Volunteer Service Award is brought to you by the Corporation for National and Community Service (CNCS) to encourage the giving spirit in America.

### Eligibility:

1. Must be an American citizen or a lawfully admitted permanent resident of the United States (green card)
2. At least 100 hours of volunteer service within a 12-month period
3. Must be at least eleven years old
4. Must be a member of the certifying organization for at least 1 year. Starting from your second year, your hours will count toward the award. Hours must be earned between 1/1 and 12/31 of any given year.

### Award Structure: (age, hours and levels as stated by CNCS)

1. Under 16 years old~  
100+ hours Gold Award
2. Over 16 years old:  
100+hours Bronze Award  
175+ hours Silver Award  
250+ hours Gold Award

### How hours are counted:

1. All HOH and HOM (Heart of Music) senior center hours count toward total hours
2. We accept volunteer hours outside of HOH but you must provide proof and those hours will only account for  $\frac{1}{4}$  of the award level requirement.  
(ex. If you are applying for a Bronze Award, you must have 100 hours, so the maximum number of hours you can earn outside of HOH will be 25 hours)

### Process:

All eligible HOH Volunteers must prepare all the following documents and turn them in HOH Student Volunteer President before 1/31 each year. There will be no exceptions for missing documents and/or late application.

1. I.D. (One of the following : Birth certificate/Passport/Green card)
2. Application Form (print from HOH website [www.hohca.org](http://www.hohca.org) )
3. Proof of hours
4. Application fee: \$45 Checks payable to Joanna Lo  
(includes certificate, letter from the president, medal, and shipping fee).

After careful evaluation, we will send out all nominations together. HOH only has the power to nominate volunteers; the final decision rests with CNCS.

\*If there are unclear situations, HOH reserves the right of final explanation.