



Chinese American Parent Association of Montgomery county (CAPA-MC) is a PVSA certified organization. As a certified organization, CAPA-MC is authorized to issue PVSA award to volunteers who meet certain volunteer services.

**What is the PVSA?**

The President's Volunteer Service Award (PVSA) is an initiative of the Corporation for National and Community Service (CNCS) and is administered by Points of Light. Through a shared mission of inspiring more to answer the call to service, the President's Volunteer Service Award celebrates the impact we can all make in bettering our communities and our world.

**Criteria**

Individuals that meet the criteria are eligible for the PVSA.

- Recipient(s) must be a United States citizen or a lawfully admitted permanent resident of the United States.
- Awards are issued for service hours served within a 12-month time period or over the course of a lifetime.
- 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.
- Court-ordered community service does not qualify for the award.
- Awards are issued by approved Certifying Organizations.
- 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.

**Eligibility**

Hours are measured over a 12-month period and awards are designated based on cumulative hours. The awards are offered in multiple levels and are designed to recognize each milestone of your service achievement.

**Hours Required to Earn Awards in Each Age Group**

Age Group	Bronze	Silver	Gold	Lifetime Achievement Award
Kids (5-10 years old)	26-49 hours	50-74 hours	75+ hours	4,000+ hours
Teens (11-15)	50-74 hours	75-99 hours	100+ hours	4,000+ hours
Young Adults (16-25)	100-174 hours	175-249 hours	250+ hours	4,000+ hours
Adults (26+)	100-249 hours	250-499 hours	500+ hours	4,000+ hours

Please see more information at

<https://presidentalserviceawards.gov>

After the Chinese American Parent Association of Montgomery County (CAPA-MC) was announced to be a President's Volunteer Service Award (PVSA) certified organization, we received several inquiries, which are answered as following:

### 1. What is CAPA-MC's 12 months service time period?

The CAPA-MC's 12 months service time period is annually April 1<sup>st</sup> to March 31<sup>st</sup>. All the service hours which are used to apply for the award must be completed in the aforementioned time period and all documents/forms must be submitted to the CAPA-MC volunteer coordinator at [pvsa@capamc.org](mailto:pvsa@capamc.org) **no later than May 1<sup>st</sup>**.

### 2. What kind of volunteer hour is eligible to count toward a PVSA award if you apply the award through CAPC-MC?

The volunteer hour used to count toward the award **MUST** be MCPS approved SSL hour. But it is important to note that **NOT** all MCPS-approved SSL hours are eligible. The following volunteer hours are not eligible:

- Volunteer activity not conducted in the US
- Learning hour
- Political lobbying (Non-partisan voter registration is an eligible activity)
- Religious instruction

To ensure the integrity of the PSVA award, **CAPA-MC has the discretion to decide if the SSL hours submitted by applicant is eligible to count toward PVSA award.**

You also **MUST** have volunteer hour affiliated with CAPA-MC to apply the PVSA award through CAPA-MC.

**Starting from April 1<sup>st</sup>, 2024, to March 31<sup>st</sup>, 2025, 12 months service time period, in order for CAPC-MC to process your PVSA application, at least 20% of your total volunteer service hours or at least 20 volunteer service hours should be earned from participating CAPA-MC different clubs sponsored volunteer service hours.**

### 3. Is there a fee needed to apply for the award?

No application fee is needed to apply for the award and CAPA-MC doesn't charge any fee for nominating volunteers.

### 4. What will happen, if the age group changes in the 12- month time period?

If within the time period your age group changes (Kids, Teens, Young Adults and Adults), your hours requirement will be divided into two parts, the months before and after your birthday. Your service hours will need to meet the required hours in each age group by month to be eligible for the award.

### 5. Are there other requirements to apply for the PVSA through CAPA-MC?

One of your family members must be a CAPA-MC general or voting member. If not, please register your family member at <https://www.capamc.org/> or scan the below bar code to join. Our general membership is free and we want to build a strong Chinese American community so together we can make a difference.



# APPLICATION FOR PVSA (President Volunteer Service Award)

Email To: [pvsa@capamc.org](mailto:pvsa@capamc.org) or Mail To: **CAPA-MC (PVSA) 12774 Wisteria Drive, #115 Germantown, MD 20875**  
 you have difficulty printing this form, please email us and we'll mail a hard copy to you!

Applicant (Last Name, First Name, Middle Name)      School and Grade      Email Address

Mailing Address

Date of Birth      Phone Number      Are you a US citizen or permanent resident?  
 Yes / No      If no, please stop.

Is one of your family member a CAPA MC member?      Yes / No  
 If yes, please list the member's name and email. \_\_\_\_\_

If no, please register your family member at [www.capamc.org](http://www.capamc.org) (Is the requirement to apply the PVSA through CAPA-MC)  
 Then please list the member's name and email. \_\_\_\_\_

How many volunteer hours you claim for PVSA from April 1, 2024, to March 31, 2025? \_\_\_\_\_

Please provide the list of volunteer hours you served. **For CAPC-MC to process your PVSA application, at least 20% of your total volunteer service hours or at least 20 volunteer service hours should be earned from participating CAPA-MC different clubs sponsored volunteer service hours.**

Start Date to End Date	Location	SSL Hour Issued By	Activity (Brief Description)	Hours	Was the hour(s) previously claimed for the PVSA (Y/N)

If you need more space, please use additional paper to attach.

When submitting your application package, please also submit both **SSL forms AND School SSL Log** to support the hours claimed. An incomplete application will be considered **INVALID**.  
 All documents/forms must be submitted to the CAPA-MC volunteer coordinator at [pvsa@capamc.org](mailto:pvsa@capamc.org) no later than **May 1st**.

**Documents Check List**

- 1. Application Form
- 2. SSL Forms
- 3. School SSL Log

**SSL forms and School SSL Log MUST support the volunteer service hours listed in the application form unless the SSL form is issued by CAPA.**

By signing below, I certify all information is true and correct to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Date Signed \_\_\_\_\_

