



The President's Volunteer Service Award Instructions

The President's Volunteer Service Award (PVSA) is the premier volunteer awards program, encouraging citizens to live a life of service through presidential gratitude and national recognition. Volunteer hours are based off a calendar year, January through December. The deadline to enter volunteer hours is **February 15** of each year.

Go to: www.presidentialserviceawards.gov/volunteer

Click on "Register" at the bottom of the page under the title "Creating a Volunteer Account".

Step 1: Fill out the Registration form. You will create a username and password.

Step 2: For Service Focus Area, select "Other" and select "Primary Area" in the drop-down box to the left of the word "Other".

Step 3: Select "Civic and Community" in the drop-down box to the right of the word "Other".

Step 4: Once all information is completed, click on "Submit Application".

Once you submit your application, you will be logged into your profile.

Click on "My Profile" on the right

Step 1: Scroll to the bottom of the page

Step 2: Click on "ADD" to the right of "Record of Service Key"

Step 3: In the "Key" box, input **RLZ-45010** and click "Save"

Step 4: The page will refresh to "My Profile". Scroll to the bottom of the page and ensure that the following information is displayed under "Record of Service Key"

+ Girl Scouts-Diamonds of Arkansas, Oklahoma, and Texas
11311 Arcade Drive, Little Rock, AR

Click on: "My Service" on the right

Step 1: Click on "Add Activity".

Step 2: Fill out information. It will look like the image to the right. Customize the "Service Activity" for each volunteer activity.

Step 3: Click "Save" to save one entry. Click "Save & New" to enter multiple service hour entries.

Step 4: Repeat "Add Activity" steps for additional service hour activities.

The deadline for the two Volunteer Service Hour Awards

(President's Volunteer Service Award & Arkansas Governor's Volunteer Excellence Award) is **FEBRUARY 15!**

A screenshot of a web form titled "REPORT HOURS" enclosed in a green border. The form contains several input fields: "Service Activity" with the value "Troop Meeting"; "Benefiting Organization" with the value "Girl Scouts Diamonds"; "Specific Area of Service" with a dropdown menu showing "Other" and "Civic & Community"; "Date of Service" with the value "12/10/2016"; and "Hours Conducted" with the value "2". At the bottom of the form are three buttons: "SAVE", "SAVE & NEW", and "or Cancel".

Don't forget about Adult Recognition Awards!

Go to <http://www.girlscoutsdiamonds.org/volunteers/volunteer-toolbox/volunteer-recognitions/> for more details. The Adult Recognition Awards deadline is April 15!