



UNITE & INSPIRE

.....to make an impact

U&I SERVICE HOURS GUIDELINES

Annual U&I volunteering hours are to be submitted to servicehours@uniteandinspire.org. Volunteer School approvals /submissions (YES forms, NJHS/NHS, X2VOL), and recommendations email to be sent to servicehours@uniteandinspire.org

Volunteers are required to submit their Log hours spreadsheet by the deadline communicated to be eligible for PVSA recognition. ServiceHours email reminder goes out at the end of every month for volunteers to stay on top of their Log Hours sheet. Sample spreadsheet is attached for your reference in the same monthly email.

Please do **NOT** send us google drive links or Pdf's, just simple EXCEL sheets that were provided to all U&I members in Welcome Email upon registering. We encourage volunteers to keep track and update the hours as they complete the activities and **every month** to avoid any errors/issues.

U&I is a Certifying Organization, partnering with the Points of Light Foundation for- **President's Volunteer Service Award Program** to recognize the volunteers for their service hours and efforts. Please note PVSA is only for Green card holders and citizens of the USA.

PVSA Volunteer Eligibility

- United States citizen or lawful permanent resident of the United States (i.e., green card holder) • Must be at least five years old
- Completes eligible service within a 12-month period (for annual Bronze, Silver, and Gold Awards) and over a lifetime (for Lifetime Achievement Awards)

PVSA Eligible Service:

- Unpaid acts of volunteer service benefiting underserved in the community.

PVSA Eligible Service **does not** include:

- Donating funds
- Political lobbying (Non-partisan voter registration is an eligible activity)
- Religious instruction
- Conducting worship service / Faith based Service
- Proselytizing
- Volunteer service performed as part of court-ordered community service
- Serving only family members
- Volunteer service performed as part of School Club activities & meetings, In-school tutoring.



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External Org Service Hours: Community services that are done **outside U&I activities** are eligible to get certified by U&I for PVSA. However, these services have to meet the criteria & guidelines to get them certified. We monitor these activities and services provided by U&I Volunteers very strictly. Please make sure to clarify all your questions ahead of time if in doubt for being able to submit these hours.

Unpaid activities alone do not qualify it as community service. Please note that the receiving organizations must be a recognized not-for-profit and for a qualifying cause of the community needs as per U&I and PVSA guidelines.

1. Must be registered U&I volunteer with a minimum of 10 U&I service hours completed for that year towards U&I activities.
2. Eligible Community Services: Educational, Civic & Community, Environmental Stewardship, Senior Citizen Services, disaster relief services, community services at/through school, services for underserved communities.
3. Eligible Organizations: Non -Profit/ community organization, community services performed through churches/temples.
4. **Eligible Services Accepted: ONLY above-described community services.**
5. **Not Eligible Services Accepted:** Religious or Faith based services, services for which you received time/any kind of compensation, political campaigns or related activities. Any services rendered to our community partners outside of U&I activity sign ups will NOT be considered as an external organization. Ex: ARC Of Fort Bend, Access Health, Lellow Foundation etc.
6. Volunteers must submit supporting documentation for the community services performed at organizations outside of our activities duly signed by the concerned authority of that organization
7. A letter mentioning what service & no. of service hours signed by the authorized representative or concerned authority is required.
8. Pictures of the activity are appreciated. Email these forms & documents to:
servicehours@uniteandinspire.org.

Should you have any question on U&I activities & hours contact the corresponding Team lead asap for clarifications.