

匹兹堡中文學校

PCS Educational Foundation, Inc.



匹兹堡中文學校总统义工奖规定 2023年7月

总统义工奖（The President's Volunteer Service Award，简称PVSA）由美国总统服务与公民参与委员会于2003年设立，旨在鼓励美国公民和永久居民积极参与社区活动，服务社区¹。匹兹堡中文學校于2022年被正式授权成为可以为志愿者验证义工服务时间并颁发总统义工奖的机构。本校在为孩子们提供中文学习的环境的同时也将创造义工服务机会，鼓励孩子们踊跃参加，并为达到义工时间要求的孩子们颁发总统义工奖。

为了公平有效地进行义工奖评审，本校制定了下列规则组织进行评审工作。本校保留根据每年的实际情况规定义工服务时间计算实施细则、评审次数、义工服务累计时限、申请日期、报名截止日、复核日期及颁奖日期与方式的权利。另外本校保留拒绝申请以及限制获奖人数的权利。

1. 申请资格：

- 提出申请的志愿者必须是美国公民或者合法永久居民；
- 提出申请的志愿者必须年满五岁；
- 提出申请的志愿者服务中文學校的义工时间至少有50个小时；和
- 提出申请的志愿者服务中文學校的义工时间至少需占该志愿者总义工时间的一半以上。

2. 义工服务时间包括：

- 无薪酬的本校任课老师或助教的上课时间；
- 无薪酬参与本校组织的开学准备、春节联欢晚会、毕业典礼、夏季野餐会等活动的服务时间；
- 无薪酬参与本校组织或批准参加的募捐、义卖或其他社区活动的服务时间；
- 已经申请过其他义工奖的服务时间不能重复使用来申请总统义工奖，比如，义工服务时间已经用于申请过国会奖，这部分时间就不能再用来申请总统义工奖；
- 学生在本校的上课时间进行的活动不能算义工服务；
- 本校外的义工活动必须是无薪酬地服务于非营利性机构并经本校审核通过，否则不能算义工服务时间。

3. 以下活动不属于总统义工奖的合格服务范畴：

- 捐款；
- 政治游说（没有党派倾向的促进选民注册的活动除外）；
- 宗教指导；
- 礼拜活动；
- 传教；

¹ 详情请查阅 <https://www.presidentialserviceawards.gov/>。

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- 法院裁定的社区服务；
- 仅对家庭成员提供的服务。

4. 不同年龄段获得总统义工奖项所需的时间

年龄组	铜奖	银奖	金奖	终身成就奖
儿童 (5 - 10 岁)	26 - 49 小时	50 - 74 小时	75 小时以上	4,000 小时以上
少年 (11 - 15 岁)	50 - 74 小时	75 - 99 小时	100 小时以上	4,000 小时以上
青年 (16 - 25 岁)	100 - 174 小时	175 - 249 小时	250 小时以上	4,000 小时以上
成年人 (26 岁以上)	100 - 249 小时	250 - 499 小时	500 小时以上	4,000 小时以上

5. 统计时间和记录方式

- 铜奖、银奖和金奖统计的服务时间限定在本校规定的12个月义工时间累计时限内，终身成就奖的服务时间则无累计时限；
- 本校内的义工服务由本校的义工项目或团队负责人记录服务内容及时长并签字后上交；
- 对于本校以外的义工服务，申请人需主动提交服务内容、时间记录与相关证据（记录、照片、有志愿活动组织人员或负责人员签名或盖章的证明信等）。

6. 申请费用

- 申请人不支付任何费用，本校支付相关奖状或奖章的费用。

7. 审计

- 董事会每年组织至少一次对义工时间及奖项评选等的审计。

本规则由匹兹堡中文学校董事会制定，董事会拥有对本规则的最终解释和修改权。

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Pittsburgh Chinese School President's Volunteer Service Award Guidelines

July 2023

The President's Volunteer Service Award (PVSA) was established by the President's Council on Service and Civic Participation in 2003 to encourage US citizens and permanent residents to actively participate in community activities and serve the community.² Pittsburgh Chinese School (PCS) has been officially authorized in 2022 as an institution that can verify volunteer service hours and issue PVSA. While providing an environment for children to learn Chinese, PCS will also create volunteer service opportunities, encourage children to actively participate, and issue PVSA to children who meet the volunteer hours requirements.

To ensure a fair and effective process for volunteer award evaluation, PCS hereby issues these guidelines for review and approval of applications for PVSA. PCS reserves its right to promulgate implementation details of service hours calculation, number of reviews, cumulative time limit of volunteer services, application starting dates and deadlines, date of review, and dates and manner of award issuance. PCS also reserves its right to reject applications and limit the number of winners.

1. Eligibility of applicant:

- The applicant must be US citizens or permanent residents;
- The applicant must be at least five years old;
- The applicant must perform at least 50 hours of volunteer service at PCS; and
- The applicant must have spent at least half of the total volunteer service time at PCS.

2. Eligible service:

- Classes taught by unpaid volunteer teachers or unpaid volunteer teaching assistants;
- Participation without any compensation in preparation for start of school at PCS, PCS Spring Festival Gala, PCS graduation ceremony and PCS summer picnic organized by PCS;
- Participation without any compensation in fundraising, charity sales or other community activities organized or approved by PCS;
- The volunteer service time that has already been applied for other volunteer awards cannot be reused to apply for PVSA. For example, the volunteer service time has been used to apply for the Congressional Award, and such time can no longer be used to apply for PVSA;
- A student's activities during regular class time at PCS cannot be counted as volunteer services;
- Volunteer services outside PCS must be for non-profit organizations without pay and be approved by PCS; otherwise, such activities cannot be counted as volunteer service time.

3. The following activities are not eligible for PVSA:

² See <https://www.presidentialserviceawards.gov/> for more details.

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- Donating funds
- Political lobbying (Non-partisan voter registration is an eligible activity)
- Religious instruction
- Conducting worship service
- Proselytizing
- Volunteer service performed as part of court-ordered community service
- Serving only family members.

4. Hours required for PVSA in age groups

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 years old)	50–74 hours	75–99 hours	100+ hours	4,000+ hours
Young Adults (16–25 years old)	100–174 hours	175–249 hours	250+ hours	4,000+ hours
Adults (26+ years old)	100–249 hours	250–499 hours	500+ hours	4,000+ hours

5. Volunteer time recording

- The volunteer service time for the Bronze, Silver or Gold PVSA is limited to the cumulative 12-month volunteer time limit stipulated by PCS, while the volunteer service time for the Lifetime Achievement Award has no cumulative time limit;
- A leader or supervisor of a PCS volunteer project or team should record and sign the description and duration of the volunteer service and submit it for approval;
- For volunteer services outside PCS, the applicant is required to provide a description of the volunteer service, time records and relevant evidence (records, photos, certification letters signed or stamped by organizers, etc.).

6. Fee

- There is no application fee. PCS will pay for the cost of PVSA certificates or medals.

7. Audit

- PCS Board of Directors organizes audits of volunteer hours and award selection at least once every year.

These guidelines are formulated by the PCS Board of Directors that have the final authority to interpret and modify these guidelines.

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Appendix

President's Volunteer Service Award Application Form

Please read PCS President's Volunteer Service Award (PVSA) Guidelines before filling out this form. PVSA awards are designated based on cumulative hours over a consecutive 12-month period. If you have any questions, please contact viceprincipal@pittsburgh-chinese-school.org.

- **Applicant Personal Data**

Applicant Name: _____ Applicant Date of Birth: _____

Hours that the applicant has volunteered at Pittsburgh Chinese School in the past: _____

Cumulative 12-month time limit stipulated by PCS: From _____ to _____

PVSA Age Group and Award(s) that the applicant is applying for: _____

- **Volunteer Service Timetable**

Volunteer date/period	Volunteer Hours	Organization	Verification Contact*	Email Address
<i>Example: 2022 Fall Semester</i>		<i>Pittsburgh Chinese School</i>		<i>viceprincipal@pittsburgh-chinese-school.org</i>
Total Hours				

***Verification Contact:** The name of the person that will verify and authorize the number of volunteer hours the applicant has recorded.

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- **Required Support Documents**

The applicant must also submit the following supporting documents:

1. a copy of one or more official documents (e.g., passport, etc.) showing the applicant is a US citizen or permanent resident and the applicant's date of birth.
2. volunteer service time records, a certification or verification letter from PCS or other non-profit organizations.

I, the applicant, hereby certify:

- (1) The information I provided above is true and accurate;
- (2) I am a US citizen or lawful permanent resident; and
- (3) I have not applied for any other volunteer service award using the volunteer service hours I claimed herein for requesting recognition of PVSA.

Applicant Name:
Signature:
Date:

If the applicant is a minor, a parent/legal guardian needs to sign below.

Parent/Guardian Name:
Parent/Guardian Signature:
Date: