



# PRESIDENT'S VOLUNTEER SERVICE AWARD FORM E



## AWARD ORDER FORM

This form can only be completed by a Certified Organization. Please type or print using blue or black ink.

Name of Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Date of Ceremony: \_\_\_\_\_

| Description:                                                                                                                                                                                                                                                                                                   | NUMBER OF AWARDS | Unit Price    | Subtotal |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|----------|
| <b>PVSA PACKAGE 1</b> <i>(one of each)</i><br>Personalized Certificate<br>Lapel Pin<br>Letter from the President<br>Letter from the President's Council on Service & Civic Participation                                                                                                                       |                  | <b>\$3.00</b> |          |
| <b>PVSA PACKAGE 2</b> <i>(one of each)</i><br>Personalized Certificate<br>Letter from the President<br>Letter from the President's Council on Service & Civic Participation                                                                                                                                    |                  | <b>\$2.00</b> |          |
| <b>PVSA FAMILY/GROUP PACKAGE</b> <i>(one of each)</i><br><i>For additional pins &amp; letters for each member see Individual volunteer package.</i><br>Personalized Family/Group Certificate<br>Lapel Pin<br>Letter from the President<br>Letter from the President's Council on Service & Civic Participation |                  | <b>\$3.00</b> |          |
| <b>FAMILY/GROUP- Individual Volunteer Package</b><br><i>AVAILABLE ONLY WITH FAMILY/GROUP PACKAGE</i><br>Lapel Pin and Letter from the President                                                                                                                                                                |                  | <b>\$2.00</b> |          |
| <b>CALL TO SERVICE AWARD (4000 Hours)</b> <i>(one of each)</i><br>Personalized Certificate<br>Lapel Pin<br>Letter from the President<br>Letter from the President's Council on Service & Civic Participation                                                                                                   |                  | <b>\$3.00</b> |          |

### SHIPPING/HANDLING

|                    |                |
|--------------------|----------------|
| <u>Order Total</u> | <u>S/H Fee</u> |
| \$1.00- \$10.00    | \$6.00         |
| \$10.00- \$24.99   | \$7.00         |
| \$25.00- \$49.99   | \$8.00         |
| \$50.00- \$99.99   | \$9.00         |
| \$100 or more      | 9% of total    |

### SHIPPING/HANDLING

Standard delivery is 20 Business days

### RUSH FEE (\$25.00)

Rush Delivery is 10 Business days

### TOTAL AMOUNT DUE:

(Price includes subtotal + applicable S/H Fees+ Rush Fee)

### PAYMENT (All orders must be accompanied by payment and award certification form. DO NOT SEND CASH.)

Please select method of payment

Check (please make payable to President's Volunteer Service Award.)

Credit Card      AMEX       VISA       MASTER CARD

Name: \_\_\_\_\_

Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Please mail or fax the completed certification form, along with check or credit card information to:

President's Volunteer Service Award  
 C/O Points of Light Foundation  
 P.O. Box 10119-001  
 Uniondale, NY 11555-0119  
 FAX: 1-202-729-8033

For additional information:

[www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov)

email: [inquiries@presidentialserviceawards.gov](mailto:inquiries@presidentialserviceawards.gov)

**Public Burden Statement:** The public burden for this collection of information is estimated to average 20 minutes per submission, including reviewing instructions, gathering the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Office Public Affairs, 8<sup>th</sup> Floor, Attn: Ms. Rhonda Taylor, 1201 New York Avenue, N.W., Washington, D.C., 20525. The Corporation informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed are current and valid. (See 5 C.F.R.1320.5(b)(2)(i)).

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you. The authority for collecting this information is contained in Executive Order 13285, signed January 29, 2003. The principle purpose for collecting this information is to recognize individuals, schools and organizations that excel in their efforts to support volunteer service and civic participation, especially with respect to students in primary and secondary schools, and institutions of higher learning. The information will be used to select winners of the President's Volunteer Service Awards and the Call to Service Awards. Nominations for these awards are voluntary. All information that is provided to the Corporation and its administrating organization will not otherwise be disclosed to entities outside of the Corporation without the approval of the individual or organization nominated for the award.