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## **SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS**

### **A. Justification**

#### **A1. Need for Information Collection**

In order to recognize individuals, schools and organizations, with the President's Volunteer Service Award, the program must collect information about the individuals and organizations and their activities to verify that they have earned the award.

#### **A2. Indicate how, by whom, and for what purpose the information is to be used.**

The information collected will be used primarily to identify recipients of the President's Volunteer Service Awards and the Call to Service Awards. Individuals, groups, families and organizations can be nominated by an organization or third party. The nominations will be reviewed by the administering agency for compliance and awards will be made on that basis. Information also will be used to assure the integrity of the program, for reporting on the accomplishments of the program, for the public awareness campaign, and to further the goals of the award.

#### **A3. Minimize Burden: Use of Improved Technology to Reduce Burden**

All forms can be submitted electronically online.

#### **A4. Non-Duplication**

There are no other sources of information by which the Corporation can meet the purposes described in A2 (above).

#### **A5. Minimizing for economic burden for small businesses or other small entities.**

This collection of information does not impact small businesses because they are not eligible to apply for these awards. There is no economic burden to any other small entities beyond the cost of staff time to collect and report the data. This is minimized to the degree possible by only asking for the information absolutely necessary.

#### **A6. Consideration of Collection**

The President's Volunteer Service Awards will not be able to be awarded without this collection.

#### **A7. Special circumstances that would cause information collection to be collected in the specified ways.**

There are no special circumstances that would require the collection of information in any other ways specified.

**A8. Provide copy and identify the date and page number of publication in the Federal Register of the Agency's notice.**

The 60 day *Notice* soliciting comments was published on Wednesday, October 14, 2009 on page 52751.

**A9. Payment to Respondents**

There are no payments or gifts to respondents

**A10. Confidentiality**

Information provided by this collection may be shared with federal, state, and local agencies for law enforcement purposes. Information provided by respondents is subject to the Freedom of Information Act and the Privacy Act.

**A11. Sensitive Questions**

The information collection does not include questions of a sensitive nature.

**A12. Hour burden of the collection**

These are the forms necessary to award the President's Volunteer Service Award.

We expect approximately 200,000 respondents to use these forms to nominate and order the awards. The frequency of response will not be greater than annually per nominee, and should not exceed 20 minutes of effort per nominee. There is no estimated annual hour burden outside of the customary and usual business practices.

**A13. Cost burden to the respondent**

The total cost burden based on an average cost of \$18.77 per hour (value of a volunteer hour according to Independent Sector) is \$6.25.

**A14. Cost to Government**

There are no additional cost to the Government.

**A15. Reasons for program changes**

Demand for the President's Volunteer Service Award has been increasing steadily with many new, large organizations participating. We therefore anticipate an increase in the number of submissions. We have also improved the functionality of the online submissions and now allow batch submissions of orders which should reduce the average time respondents need to complete the form. Also organizations that have previously registered have less information that they are required to submit with subsequent submissions.

**A16. Publication of results**

Not applicable because the responses to this information collection will not be published.

**A17. Explain the reason for seeking approval to not display the expiration date for OMB approval of the information collection.**

Not applicable.

**A18. Exceptions to the certification statement**

There are no exceptions to the certification statement in the submitted ROCIS form.