

# Presidential Volunteer Service Award

## Instructions

- Go to website: <http://www.presidentialserviceawards.gov>
- Hover mouse over GET INVOLVED tab on top menu bar (far right)
- Select VOLUNTEERS from dropdown menu
- Click onto blue REGISTER button (midway down on right)
  1. Set up your profile in the system
    - Contact information
      - \* Follow instructions
      - \* Save a copy of your user name & password for future use
    - Service focus area
      - \* Scroll down the list and click onto the SELECT LEVEL OF FOCUS button located to the left of the OTHER category --- select PRIMARY
      - \* Click onto the second button to the right of OTHER (ignore what it says) and scroll to select FAMILY SERVICES
    - Additional Info
      - \* Follow instructions regarding optional gender and race questions
      - \* Must select level of education
    - Opt-In Preferences
      - \* Must select a preference
    - Follow “type in text” instructions per the ReCAPTCHA box
    - Click onto SUBMIT APPLICATION button
    - Wait for “Welcome (your name)” window to pop up
  2. Link your registration to Strides to Success
    - Scroll down and click onto MY PROFILE button (midway down on right)
    - Scroll down to find the RECORD OF SERVICE KEY category, and click onto the ADD button
    - A page titled, RECORD OF SERVICE KEY, will pop up with a blank box (located to the right of the word, KEY)
    - Enter TFN-36096 into that box
- Logout from PVSA

➤ Login to PVSA

3. Begin to track and record your volunteer hours and activities

- “Welcome (your name)” will pop up on the screen
- Scroll down and click onto MY SERVICE link (midway down on right)
- Click onto ADD ACTIVITY button (on the left under first paragraph)
- Report Your Hours
  - \* Service Activity = type brief description of what you did
  - \* Benefiting Organization = type Strides to Success
  - \* Specific Area of Service = OTHER > FAMILY SERVICES
  - \* Date of Service = choose date from drop down calendar
  - \* Hours Conducted = for example: 1.0
  - \* Click onto SAVE
  - \* Use the SAVE & NEW link to continue adding volunteer service activity
  - \* While on the ADD ACTIVITY page, you can scroll down to view and/or edit dates you have entered

➤ Logout from PVSA