

# How to Submit your Volunteer Service Hours


*For recognition from Phi Sigma Pi and the  
President's Volunteer Service Award*

## Volunteer Information

1. Full Name: How your name will be printed on the certificate.
2. Date of Birth: Enter your birthday in the corresponding field.  
Click "Save"

About Me

Total Volunteer Hours 7/1 - 6/30

Full Name	<input type="text" value="Eldo Hendricks"/>
*Date of Birth	<input type="text"/> 

Read more about PVSA's eligibility and hours [here](#).

I meet the eligibility requirements for the Presidential Volunteer Service Awards and understand what constitutes eligible service.

*If you do not meet the eligibility requirements for the Presidential Volunteer Service Award, still submit your hours for recognition from the Phi Sigma Pi National President.*

3. Review the PVSA eligibility requirements. If you fulfill the requirements, check the box.  
Click "Save"

I meet the PVSA eligibility.	<input type="checkbox"/>
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Click the + sign to log your volunteer hours for July 1, 2021 to June 30, 2022 - Save when complete

Make sure you "Save"

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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• Date of Birth  

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I meet the PVSA   
eligibility.

4. To add hours, click on the + sign.

Click the + sign to log your volunteer hours for July 1, 2021 to June 30, 2022 - Save when complete

Date of Service	Description of the Service	# of Total Hours (example .50 or 1.00 or 1.50)
There are no records.		



Save

Cancel

## Volunteer Information

About Me

Total Volunteer Hours 7/1 - 6/30

Full Name

Eldo Hendricks

Date of Birth

2/14/1916

5. Enter the service information, then click "save & close."

For half hour, 30 minute increments, use .50.

Example: If you volunteered for two and a half hours, enter 2.50

Add

Date of Service

2/1/2022

Description of the Service

Volunteered at the SPCA

# of Total Hours  
(example .50 or 1.50)

2.50

Save & Close

Cancel

Date of Service

Description of the Service

There are no records.

Save

Cancel

Date of Birth 2/14/1916

## Read more about PVSA's eligibility and hours [here.](#)

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I meet the PVSA  eligibility.

Click the + sign to log your volunteer hours for July 1, 2021 to June 30, 2022 - Save when complete

Date of Service	Description of the Service	# of Total Hours (example .50 or 1.00 or 1.50)	
2/1/2022	Volunteered at the SPCA	2.50	
2/7/2022	Volunteered at the SPCA	1.50	
2/14/2022	Volunteered at the SPCA	2.00	

6. Then hit "save."

Your service hours will appear in a running list. Click on the pencil icon to edit the service.

Save

Cancel