



AYLUS

The Alliance of Youth Leaders in the United States

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AYLUS Volunteer Hours Reporting Guideline

AYLUS members can report volunteer hours so that all the great contributions can be recorded and rewarded. Volunteers will receive recognitions according to the hours they contributed to conducting educational activities, organizing good-will events, carrying out community service projects, etc. At the end of each reporting period, volunteers who accumulated sufficient service hours are eligible to apply for a certificate for the President's Volunteer Service Award (PVSA) by way of AYLUS. Information about the award's criteria can be found here:

<http://www.presidentialserviceawards.gov/the-award>

Hours by Award	Bronze	Silver	Gold
Kids (5-10)	26 – 49	50 – 74	75 +
Teens (11-15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +
Adults (26 and older)	100 – 249	250 – 499	500+
Families and Groups*	200 – 499	500 – 999	1,000+
President's Lifetime Achievement Award: Individuals who have completed 4,000 or more hours in their lifetime			
<i>* Two or more people, with each member contributing at least 25 hours toward the total</i>			

PSVA award is considered a great honor for volunteers. In order to make the process as transparent as possible, AYLUS has made the following rules for clarity.

General Rules

1. AYLUS volunteer hours reporting period is set from each year's May 1st to next year's April 30th. For instance, the next period is from 2016-05-01 to 2017-04-30. Volunteer hours outside of the current period is not considered for PVSA applications. Note "reporting period" refers to the year eligible for PVSA application, not AYLUS internal reporting.
2. By PVSA guidelines, volunteers can be rewarded for the age they were for the majority of the award period (at least 7 months). Applied to AYLUS reporting period, this means a volunteer's age is determined on his/her age on October 1st in each year. For instance, if one's birthday is before 2000-10-01, he/she will be counted as at least 16 years old (Young Adult), for the reporting period of 2016-05-01 to 2017-04-30.
3. By PVSA guidelines, AYLUS, as the certifying organization, has the full discretion as to how to verify and accept service hours. We therefore reserve the rights to decline artificially inflated hours, or activities with obscure nature, or activities without clear verification.
4. By PVSA guidelines, paid services are not recognized as volunteer work.
5. By PVSA guidelines, volunteers must be a US citizen or green card holder in order to be eligible for PVSA application.
6. While not to be judgmental on one's belief, AYLUS has decided not to admit faith-based activities for PVSA application. Activities that take place during the normal worship service are

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considered outside the AYLUS PVSA guidelines. This means that ushering, participation in the choir, playing music, babysitting in the church nursery, or other activities that are practiced during worship hours or by way of worship organizations are not counted.

7. AYLUS promotes the development of its members' creativity, leadership, and initiatives. While activities outside of AYLUS are certainly encouraged, AYLUS requires that non-AYLUS hours in a volunteer's PSVA application shall not be more than 2/3. In other words, the PSVA application is for active AYLUS members and should contain 1/3 or more AYLUS hours.

Submit One-time AYLUS Activity Hours

1. For one-time AYLUS activity that takes place in the same day (no more than 8 hours), adult advisor can directly submit the hours for each student via the online submission form. This also covers activities for MathCircleOnline.org, VolunteerStation.org, and TutorsWorld.org.
2. The access to the online submission form requires logging in AYLUS website. The address is <http://aylus.org/scoreboard/volunteer-hours-request-form/>

An example is as follows:

The screenshot shows the 'Submit One-time AYLUS Activity Hours' form. It includes fields for Name (First and Last), Date, Branch (optional), Requester Email, Hours Requested, and Event Description. Annotations highlight the importance of using the same name spelling and the correct event date.

Name: *
First: John Last: Smith
Always use the same name spelling, or the system may misplace the submission.

Date: *
2016-05-07
Note this is the event date, not the submission date. Wrong date may fail the submission.

Branch (optional):
(Your Branch Name)

Requester Email: *
(Student's Email)

Hours Requested: *
3

Event Description (This form is for authorized person only, please include your name here for verification): *
Created a math tutorial video on AIME and uploaded to AYLUS YouTube Channel
(web link if any)
Advisor: (Advisor's Name)

Submit **Reset**

3. The counseling members of AYLUS will review the submitted items internally. Approved items will be recorded digitally and contribute to the statistics for the current reporting period.



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Submit Long-lasting AYLUS Activity Hours

1. For long-lasting AYLUS activity that takes place in a range of days, local advisor should first prepare Offline Volunteer Service Report Form for each student. This also includes activities for MathCircleOnline.org, VolunteerStation.org, and TutorsWorld.org.
2. You can find Offline Volunteer Service Report Form at <http://aylus.org/documents-and-forms/>
3. Local advisor signs the forms by hand, scan or photograph the papers, and email the files to advisor@aylus.org. The counseling members of AYLF will review the materials and approve/disapprove the requests in time.
4. Upon receiving the approval notice, local advisor submit each item via the online submission form. To minimize the confusion, please submit the items online precisely according to the approved offline forms. It's advised that local advisors always keep track of the reporting forms for each student offline for better bookkeeping. The following is an example:

Name:*

John Smith
First Last

Date:*

2017-03-01

Branch (optional):

Shangri-La Branch

Requester Email:*

(Student's Email)

Hours Requested:*

20

Event Description (This form is for authorized person only, please include your name here for verification):*

During 2017-03, volunteered at AYLUS The Greater Good Month event with each working day spent about 1 hour, in total 20 hours.
(web link if any)

Advisor: (Advisor's Name)

Submit Reset

Date	Description of Services	Service Hours	AYLUS Event? (Yes/No)	Advisor or Organizer Hand-written Signature and Contact Info (phone or email)
2017-01-01	During 2017-01-01 to 2017-01-05, volunteered at Utopia for environment cleaning with each day worked approximately 2 hours, in total 10 hours. (web link if any)	10	No	(Confirmation letter from sponsoring organization with hand-written signature and contact info)
2017-03-01	During 2017-03, volunteered at AYLUS The Greater Good Month event with each working day spent about 1 hour, in total 20 hours. (web link if any)	20	Yes	(Hand-written Signature + email or phone)

Student Name:	John Smith	AYLUS Branch Name:	Shangri-La Branch
Total hours:	30		
AYLUS hours:	20	Non-AYLUS hours:	10

5. The counseling members of AYLF will review the submitted items internally. Approved items will be recorded digitally and contribute to the statistics for the current reporting period.



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Submit Non-AYLUS Activity Hours

1. For non-AYLUS activities, local advisor must first prepare Offline Volunteer Service Report Form for each student, plus a creditable certification such as a confirmation letter from the sponsoring organization. The confirmation letter should clearly state the nature of the activity, dates, total hours. Also it should come with a hand-written signature from the organizer/coordinator plus contact information (email or phone). Some organization may only offer time sheets. These are acceptable only if the contact information is properly provided.
2. You can find Offline Volunteer Service Report Form at <http://aylus.org/documents-and-forms/>
3. Local advisor scan or photograph the forms and the confirmation letters, and email the files to advisor@aylus.org. The counseling members of AYLF will review the materials and approve/disapprove requests in time.
4. Upon receiving the approval notice, local advisor submit the each item via the online submission form. To minimize the confusion, please submit the items online precisely according to the approved offline forms. It's advised that local advisors always keep track of the reporting forms for each student offline for better bookkeeping.
5. The counseling members of AYLF will review the submitted items internally. Approved items will be recorded digitally and contribute to the statistics for the current reporting period.



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Volunteer Hour Reporting Form Examples

Date	Description of Services	Service Hours	AYLUS Event? (Yes/No)	Advisor or Organizer Hand-written Signature and Contact Info (phone or email)
2017-01-01	During 2017-01-01 to 2017-01-05, volunteered at Utopia for environment cleaning with each day worked approximately 2 hours, in total 10 hours. (web link if any)	10	No	(Confirmation letter from sponsoring organization with hand-written signature and contact info)
2017-03-01	During 2017-03, volunteered at AYLUS The Greater Good Month event with each working day spent about 1 hour, in total 20 hours. (web link if any)	20	Yes	(Hand-written Signature + email or phone)

Student Name:	John Smith	AYLUS Branch Name:	Shangri-La Branch
Total hours:	30		
AYLUS hours:	20	Non-AYLUS hours:	10