



Date: April 2012
To: Prevention Leaders
From: Valerie Colombo
Re: President's Volunteer Service Awards

Dear Prevention Leaders,

Attached are the forms for the 2011-2012 President's Volunteer Service Awards for both the individual and group awards. These awards will be given to students and youth groups being recognized for their abundant donation of time and service in their communities. The awards will be presented at a dinner banquet on Friday, August 3rd, during the 2012 NCADA Prevention Leadership Conference.

Please submit your forms no later than Friday, June 29th.

Late submissions will risk not being recognized at the ceremony.

You can e-mail forms to ross@ncada-stl.org. Please note that in order to submit your application via e-mail you will need to scan the form provided onto your computer. Volunteer hours must be entered on the form enclosed.

You can fax your forms to 314.968.7394, Attn: Shea Ross

You can mail your forms to 8790 Manchester Road, St. Louis, MO 63144, Attn: Shea Ross

If you have any questions, please feel free to contact me at 314-962-3456

All the best,
Valerie Colombo

A handwritten signature in black ink that reads "Valerie Colombo".

(attachments)

PRESIDENT'S VOLUNTEER SERVICE AWARDS FOR YOUTH GROUPS
AS ADMINISTERED BY NCADA IN ST. LOUIS

Here's how a youth group can be recognized for community service:

200 – 499 hours	Bronze
500 – 999 hours	Silver
1000 + hours	Gold

The community service hours must have been served between June 1, 2011 and June 1, 2012. Service hours during the 2011 summer may be counted, but at least half of the service hours must take place during the 2011/2012 school year.

PLEASE COMPLY WITH THE FOLLOWING GUIDELINES IF YOU WISH TO RECEIVE YOUR AWARD
AT THE 2012 MISSOURI PREVENTION LEADERSHIP CONFERENCE BANQUET IN ST. LOUIS
ON AUGUST 3rd, OR IF YOU WISH NCADA TO MAIL YOUR AWARD:

1. Service hours can be counted if they benefit charitable causes but not if they are fund raising activities for your own prevention group.
2. Service hours must be done after the school day is completed.
3. The Tracking Form must be completed by the youth group working to achieve the bronze, silver or gold level awards. Sponsors should return no later than June 28, 2012.
4. Sponsors should complete the Award Certification Form for the youth group and mail the Certification Form together with the Tracking Form to the NCADA Office NO LATER THAN FRIDAY, JUNE 29, 2012 so that we can order the awards.
5. The cost of the award package is \$4.50 which includes a personalized youth group certificate, lapel pin, letter from the President of the United States and a letter from the President's Council on Service and Civic Participation. If you would like individuals to receive the lapel pin and letter from the President of the United States that would be an additional \$3.50 per student. Please send your forms along with a check made payable to NCADA in the amount of the awards. This fee will cover the cost of each pin and handling costs. Mail check and forms to:

NCADA
8790 Manchester Road
St. Louis, MO 63144
Attn: Shea Ross

6. Please indicate whether someone from your youth group will be coming to the NCADA Youth Leadership Conference to receive the award or if the Chapter wishes their award to be mailed to them.
7. Please note: Tracking forms received after the Youth Leadership Conference will be processed only as time permits for NCADA Office staff. We cannot guarantee delivery of award package within 2 weeks.

For more information on the President's Volunteer Service Awards program, contact NCADA at:

8790 Manchester Road | St. Louis, MO 63144 | Attn: Shea Ross
314-962-3456 | 314-968-7394 (Fax) sross@ncada-stl.org (e-mail)

President's Volunteer Service Award

For students ages 14-24 years of age.

Chapter/Youth Group Name: _____ Phone: _____

Individual Name: _____ Age: _____ State: _____ Zip: _____

Address: _____

Yes, I plan to attend NCADA's 2012 Youth Leadership Conference in St. Louis (individuals)

Yes, we plan to attend NCADA's 2012 Youth Leadership Conference in St. Louis (groups)

Youth Group Sponsor: _____

DATE	ACTIVITY	PLACE OF SERVICE	HOURS	ADULT SIGNATURE

The activities listed fall into the following service classifications (check all that apply): Community Improvement Environment

Literacy & Education Disaster Relief Health Public Safety & Violence Prevention Elderly Assistance

Hunger & Homelessness Youth Serving Youth Other: _____

Sponsor Signature: _____ Date of Submission: _____

As soon as you complete this form, please give it to your sponsor or send it directly to NCADA. Sponsor, please complete the Award Certification Form and mail it with this Chapter Tracking Form to NCADA: 8790 Manchester Rd., St. Louis, MO 63144. All forms must be sent to NCADA by Friday, June 29, 2012. Make checks payable to NCADA in the amount of \$4.50 must be sent with forms to cover handling charges.

