



Date: April 14, 2011
To: Prevention Leaders
From: Valerie Colombo
Re: President's Volunteer Service Awards

Dear Prevention Leaders,

Attached are the forms for the 2010-2011 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 5th, during the 2011 **NCADA** Prevention Leadership Conference.

Please submit your forms no later than Thursday, June 30.

Late submissions will risk not being recognized at the ceremony.

You can e-mail forms to vcolombo@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: Valerie Colombo

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

If you have any questions, please feel free to contact me at 314-962-3456, sta. 323.

All the best,

Valerie Colombo

(attachments)

PRESIDENT'S VOLUNTEER SERVICE AWARDS FOR STUDENTS AS ADMINISTERED BY NCADA/TREND IN ST. LOUIS

Here's how to recognize and reward youth leaders for community service.

- For Students 5 - 14 years of age:
 - 50 - 74 hours Bronze
 - 75 - 99 hours Silver
 - 100 hours Gold

- For Students 15 - 25 years of age:
 - 100 - 174 hours Bronze
 - 175 - 249 hours Silver
 - 250 + hours Gold

The community service hours must have been served between June 1, 2010 and June 1, 2011. Service hours during the 2010 summer may be counted, but at least half of the service hours must take place during the 2010/2011 school year.

PLEASE COMPLY WITH THE FOLLOWING GUIDELINES IF YOU WISH TO RECEIVE YOUR AWARD
AT THE 2011 MISSOURI PREVENTION LEADERSHIP CONFERENCE BANQUET IN ST. LOUIS
ON AUGUST 5, OR IF YOU WISH NCADA/TREND TO MAIL YOUR AWARD:

1. Service hours must be after the school day is completed.
2. At least 10% of hours must be directly related to service in drug prevention project.
3. Activities which raise money for your own youth group do not qualify for service hours, only time spent raising money for other charitable projects.
4. The Student Service Tracking Form must be completed by all students working to achieve the bronze, silver or gold level awards. Students should return this form to their youth Sponsor no later than June 28, 2011.
5. Sponsors should complete the Award Certification Form for each student who submits a Student Service Tracking Form and mail the Certification form together with the Student Service Tracking Form to NCADA Office NO LATER THAN JUNE 30, 2011 so that we can order the awards.
6. If a youth group has several students who will receive the Service Awards, the Sponsor should submit all of his/her Award Certification Forms and the Student Tracking Forms at one time to the NCADA office at the following address along with a check made payable to NCADA in the amount of \$4.50 for each student receiving the President's Volunteer Service Award. This fee will cover the cost of each pin and handling costs for the President's Proclamation. Please mail check and forms to:

NCADA/TREND
8790 Manchester Road
St. Louis, MO 63144
Attn: Val Colombo

7. Please indicate whether the students will be coming to the Youth Leadership Conference to receive their award or if the student wishes their award to be mailed to him/her.
8. Please note: Student Tracking Forms received after the Youth Leadership Conference will be processed only as time permits for NCADA/TREND Office staff. We cannot guarantee delivery of pin and proclamation within 2 weeks.

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 2011 Youth Leadership Conference in St. Louis (individuals)

Yes, we plan to attend NCADA's 2011 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/TREND: 8790 Manchester Rd., St. Louis, MO 63144. All forms must be sent to NCADA/TREND by Thursday, June 30, 2011. Checks payable to NCADA/TREND in the amount of \$4.50 must be sent with forms to cover handling charges.

