



2008-2009 President's Volunteer Service Award Program End of Year Collection of Completed Service Logs for Ronald Reagan High School Students

Important Due Date: On or Before Friday, March 6, 2009

1. Service logs should represent service hours accumulated from May 1, 2008 – April 30, 2009. Since we are required to collect the logs early, please be sure to only include those service details/hours you have completed and any you expect to complete from March 6 – April 30, 2009.
2. All logs must reflect the student's full name, home address, city, state, zip, parent/guardian(s) daytime telephone number email address and student's grade level. A parent and student signature is required even though hours are logged electronically. You may sign a copy of the log form and email it to jackiesorenson@aol.com.
3. Any activity over 15 hours must include a short paragraph describing the date, place and type of activity.
4. Service should reflect the details for each time the service was performed and should not be lumped together for the year.
5. Logging hours electronically is the preferred method for submitting service hours. Refer to the page "[How to Log My Hours](#)".
6. For those without internet service, a special President's Volunteer Service Award tray will be available in Mrs. Mary Ogonowski's office and will continue to be available through March 6, 2009. Students may come by Mrs. Ogonowski's office before or after school hours.
7. Both Parent/Guardian and Student signatures are required at the bottom of this log in order to be considered for eligibility and certification.
8. Service logs will be reviewed and validated and certified before a student can qualify for an award. Non qualifying activities will be deducted from total count. Should this occur, the student will be notified.
9. Students must have a minimum number of service hours to qualify for the award. Minimum service requirements vary as they are based on the student's age as of December 31, 2008.
10. FINAL DEADLINE for all completed service logs (please keep a copy for your files) is Friday, March 6, 2009. Awards must be ordered this far in advance to ensure they are received in time for the Awards Ceremony.
11. Additional blank logs will continue to be available in Mrs. Ogonowski's office as well as the Ronald Reagan PTA web site (www.ronaldreaganpta.org), under President's Volunteer Service Award Program link.
12. The Awards Ceremony will be announced sometime early in 2009 (usually in March). Watch for an email announcement.
13. Questions may be referred to Mrs. Jackie Sorenson (PTA Board Chair) at jackiesorenson@aol.com (210)497-8483. Students may direct their questions to Mrs. Mary Ogonowski at mogono@neisd.net.