**PVSA FAQs**

**Can I apply for an individual award and also be part of a team award?**

No. You can only do one or the other.

**Do I have to be at the national conference to receive my award?**

No. It will be sent to the address you provide on your submission.

**Can I fax or email my submission?**

No, we cannot accept faxed or emailed submissions.

**Is it okay if my submission is postmarked by the deadline?**

No, it must be *received* by the deadline.

**Are individual timesheets needed for a team award?**

Yes. Each team member must submit timesheets and verification letters.

**Will I be notified when my submission is received?**

No. If you wish to know that the package arrived, make sure send it so that it must be signed for or in a way that can be tracked. You will only be notified if you are receiving the PVSA.

**Do I receive money to attend the national conference if I get the award?**

Travel stipends are wholly dependent upon funding/sponsorship of the program.

**Must the verifying letters from the organizations where I served be on their letterhead or can I use my own form and have someone from the organization sign it?** Verification letters of hours served must come from the organization on their letterhead. Nothing else will be accepted.

**Do I have to have a letter from each organization where I served?**

Yes. Any hours you are submitting must be verified by the organization.

**Does my time log need to reflect each day I volunteered and hours served on those days, or can I put a range of dates with total hours?** You must log each day with a date and record your hours served for that day. We cannot accept a log that has only a range such as: February 1-15, 2014, 40 hours.

**If I am sending in a team submission, do I need to provide a team name?**

Yes. This is what will appear on the certificates.

**Can I send in my time log and then send the letters and everything else later?** No. Packages must be complete when they arrive or they will be disqualified.

**If I have a service project that will occur just after the deadline, can I count those hours?**

No. All service hours toward the award must be completed by the deadline.

**I received a PVSA last year. Can I apply again?**

Yes. You can apply every year if you meet the qualifications and submit a complete package by the deadline.

**Can I send in my submission before the deadline?** Yes. As soon as you have completed your service hours, have all of your verifying letters, etc., you can send in your completed package.

**Can I count time driving to and from my community service?**

No. Unless, your service is the driving. For example: driving elderly people to doctor appointments for a retirement home.