

# Joint Base San Antonio

## President's Volunteer Service Award Nomination

- (1) Each volunteer organization may have their volunteer presented at the installation recognition ceremony.
- (2) Organizations are under no obligation to submit a President's Volunteer Service Award Nomination.
- (3) Volunteers must be registered in the Volunteer Management Information System and meet the eligibility criteria of the respective award as outlined below.
- (4) Nominations may be submitted electronically to the JBSA Military & Family Readiness Center Installation Volunteer Corps Coordinator at 802FSS.FSYR.VolunteerServices@us.af.mil, or in-person at the Fort Sam Houston M&FRC, 3060 Stanley Road, Building 2797.
- (5) For more information call the Volunteer Program at (210) 221-2705, or visit <https://presidentalserviceawards.gov>.

**Eligibility Criteria:** Hours are measured over a 12-month period and awards are designated based on cumulative hours.

The awards are offered in multiple levels and are designed to recognize each milestone of service achievement.

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.

*\*Two or more people, with each member contributing at least 25 hours toward the total.*

### Part 1 To Be Completed By Nominator

1. Volunteer's Name and Rank (if military)	2. Organization (No abbreviations, include Battalion & Company.)
3. Present Position/Title	4. Position Held During Period Covered in Nomination (if other than that shown in item #3)
5. Volunteers' Mailing Address	
Volunteer's Email	
<div style="display: flex; justify-content: space-between;"> <span>Volunteer's Phone Number (include area code)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Home</span> <span>Cell</span> </div>	
6. Period of Service to be Recognized	
7. Nominator's Name and Title	8. Today's Date
9. Nominator's Phone Number	10. Email
11. Nominator's Signature	
12. Organizational Point of Contact (OPOC) Name and email address, if different than Nominator	

**Part 2 To be completed by nominator Justification**

13. Completely list the volunteer's accomplishments (both quantitative and qualitative) and discuss their contributions to your organization, Joint Base San Antonio. Continue on additional pages if needed.

**Part 3 To be completed by approving official**  
(Director, O 5 Commander/CSM or above)

14. Approving Official's Name and Title

15. Phone Number

16. Email

17. Signature

**Date Part 4 To be completed by the JBSA Administrative Volunteer Corps Coordinator**

Volunteer Registered with Volunteer Organization and VMIS

Volunteer Hours to Date: \_\_\_\_\_

Volunteer Hours for Quarter: \_\_\_\_\_

Nomination Received by

Date