

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://presidentialserviceawards.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	
Volunteer's Phone Number (include area code)	
Home	Cell
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