



# Community Service Hour Verification Form

CCCA, as a Certifying Organization for the President's Volunteer Service Award (PVSA), requires the following documents for consideration:

1. **Proof of Citizenship or Residency:**
  - Copies of passport, birth certificate, or permanent resident card (e.g., green card) to verify U.S. citizenship or lawful permanent residency.
2. **Proof of CCCA membership:** Copies of Thousand Oaks Chinese School registration, CCCA Lifetime Memberships, etc.
3. **Completed Community Service Hour Verification Form:**
  - Ensure project leaders, advisors, or event organizers sign off on volunteer hours.
  - Include their contact information for verification purposes.
  - Non-CCCA hours may be accepted, contingent upon the **inclusion of certificates from other authorized organizations.** These hours must not exceed 40% of the total submitted volunteer hours.
4. **Submission Deadline:** All documents must be completed and submitted to CCCA via email at pvsa2024@ccca-tocs.org by **July 15, 2024.** For any inquiries, please also email pvsa2024@ccca-tocs.org directly.

Applicant Name:		Date of Birth:	Age as of June 30 <sup>th</sup> , 2024:		
Phone#:		Total CCCA Hours:	Total Non-CCCA Hours:		
Email Address:		School and Grade:			
Date	Organization Name	Type of Work Completed	Hours Worked	Verifying Person's Name (CCCA Only)	Verifying Person's Email & Phone (CCCA Only)

*(Append page to record additional hours)*

I certify that I have completed the above volunteer hours to the best of my knowledge.

\_\_\_\_\_  
 Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

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 For Official Use Only:

Date Received: \_\_\_\_\_ CCCA Secretary: \_\_\_\_\_