2023-2024 PIN COMMUNITY SERVICE AWARD APPLICATION PREP DOC

This document is intended to help applicants prepare their content/answers offline, prior to submitting answers in the google form online. It is intended also to aid application preparation when there are multiple collaborators that may like to contribute to the writing of responses.

Please read these guidelines carefully BEFORE beginning your application.
AWARD ELIGIBILITY & PIN SCHOOL DUES:
Only member schools that have paid their annual dues ($125) by the December 1, 2023 deadline are eligible for consideration for recognition and/or financial grant awards. PIN dues directly fund the PIN grant awards and PIN expenses, therefore schools that have not paid dues are unable to be considered. Please confirm dues have been paid on our website https://pin-inc.org/dues/ (login required).

DUE DATE:
APRIL 3, 2024 - Applications received after the deadline will not be considered.

APPLICATION:
You will NOT be able to continue to edit your application in the Google Form once you have submitted it.
Please have all your information for the application questions ready before you begin the application.

This application is for projects completed between March 31, 2023 and March 31, 2024. If your school completed more than one service project, please submit a separate google form for each.

TIMELINE:
December 1, 2023 ... School Dues must be paid by this deadline in order for service projects to be considered.
April 3, 2024 ... Application Due Date
Late April 2024 ... Award Notification – via email
May 7, 2024 at 12pm... Community Service Award Event via Zoom

AWARD TYPES ... PIN offers two award categories:
- Special Recognition | Acknowledgement of a service project. ALL projects are considered for Special Recognition. Recipients receive an award certificate.
- Grant Awards | Monetary funding up to $500 per project. Projects may request consideration for a grant award in addition to a recognition certificate. Grant awards may be used to support the financial costs of a project, subject to limitations (see application page 4 for details).

QUESTIONS? Please contact us at communityservice@pin-inc.org.

BEFORE YOU BEGIN. Please be sure your submission meets all of the following requirements. Please affirm each statement below. All items must be checked for you to move forward with your application.*

☐ We are submitting this application before the April 3, 2024 due date
☐ Our project was completed between March 31, 2023 and March 31, 2024
☐ We confirm our school PIN dues ($125) were paid ahead of the December 1, 2023 deadline.

PROJECT BACKGROUND

Name of Service Project*

Person Submitting Application*

Position at the School*
    Student
    School Faculty/Staff
    PIN rep
    Parent/Guardian
    Other

Contact Email*

School Select from drop-down list of member schools

Was the leadership of this project shared with another PIN member school?* Yes/No

If Yes, Partner School Name(s) and Share of Leadership (eg 50%)

Project Start Date* MM/DD/YYYY

Project Completion Date* MM/DD/YYYY

Project Partner(s) :: Please list any partners (e.g. charity, organization, nursery school, etc.)

Project LEADER Name(s)*

Project LEADER Title(s) (e.g. Student, Faculty, etc.), respectively*

If this project was STUDENT led, list UP TO FIVE STUDENT NAMES to receive individual certificates

Project STUDENT Participants (Check all that apply)* Select grade levels

How Many STUDENTS Did the Project Engage?* Select
    1 to 5
    6 to 10
    11 to 50
    More than 50

Project ADULT Participants*

    School Faculty/Staff
    School Parents/Guardians
    None
    Other

How many ADULT Participants Did the Project Engage?*

    0 to 5
    6 to 10
    11 to 50
    More than 50

SERVICE DESCRIPTION, ENGAGEMENT & GOALS

Please share with us the goals you had for your service. It can be QUANTITATIVE (For example: number of cans collected or hours served) and/or QUALITATIVE (For example: acts of kindness, helping to bring joy and engage elders)

Type of Service*

    Physical Service (e.g. collecting donations, serving meals, environmental clean-up, etc.)
    Human Service (e.g. tutoring, mentoring, sports coaching, etc.)

Category of Service (Check all that apply)*

    Bridge Building / Relationship Building
    Campaign
    Response to a Crisis / Emergency Need
    One-Time Event Other:

What Was Your Service Project Area of Focus? (Check all that apply)*

    Animals
    Children / Families in Need
    Civic Engagement / Advocacy
    Communication
    Education / Literacy
    Environment / Conservation
    Food Instability
    Health & Wellness
    Social Justice
    The Arts (this includes, dance, music, murals, etc.)
    Other:

Is this a Recurring/Annual School Service Project?* Yes/No

If Yes, How Many Years?

Is This the First Time Your School Has Done This Project?* Yes/No

What Was the Time Commitment?*

    Once
    One Week

Where Did Your Community Service Project Take Place? *

Does This Project Continue Throughout the Year?* Yes/No

Is This Project Part of Your School's Curriculum?* Yes/No

Who Did You Serve?*

Number of People Served*

Project Description (100 words or less)*

What Were Your Project Goals?*

Did You Meet Your Goals?* Yes/No

Are there any portions of the project that remain incomplete or are planned for future dates?

Were There Additional Unexpected Outcomes as a Result of This Project?

Optional: feel free to upload additional materials - up to 5 files containing a photo, PDF, or a document with links to websites/videos (max file size 10 MB).

GRANT REQUEST

Please note: ALL PROJECTS ARE CONSIDERED FOR SPECIAL RECOGNITION AWARDS. In addition, projects may elect to be considered for a financial grant. In order for a grant to be considered, the award is subject to the following limitations:
• Grant money MAY NOT be used to purchase items that are passed onto or directly donatedto any organization, company, etc.
• Grant money MAY NOT be donated directly to any organization, charity, etc.
• Award money may not be used for software or social media subscriptions (e.g. zoom), apppurchases, postage or transportation.

GRANT ACKNOWLEDGEMENT
• Award winners will be notified early May 2023.
• Grant checks are awarded to the recognized member school, not individuals, and maileddirectly to the school's CFO at the business office.

Are You Applying for a Financial Grant Award?*
  No (skip next 3 questions, advance to next page below)
  Yes (continue with questions below)

Please affirm that your grant request meets ALL of the following requirements:

- [ ] Grant money will not be directly donated to an organization, institution etc., or to reimburse a monetary donation
- [ ] Grant money will not be used to purchase items that are passed on to or donated to an organization, institution, etc.
- [ ] Grant money will not be used to fund software or social media subscriptions, app purchases, postage, or transportation

Please share with us the amount you are hoping to receive (maximum award is $500), and if appropriate, include detail on how you arrived at that number (e.g. materials cost) Briefly explain how grant funds will be used:

ADDITIONAL:

Is there anything else you would like to share with the committee?

Do you have feedback or suggested changes to this google form?