

# PVSA Hours Submission Process

<https://nriva.org/pvsa>

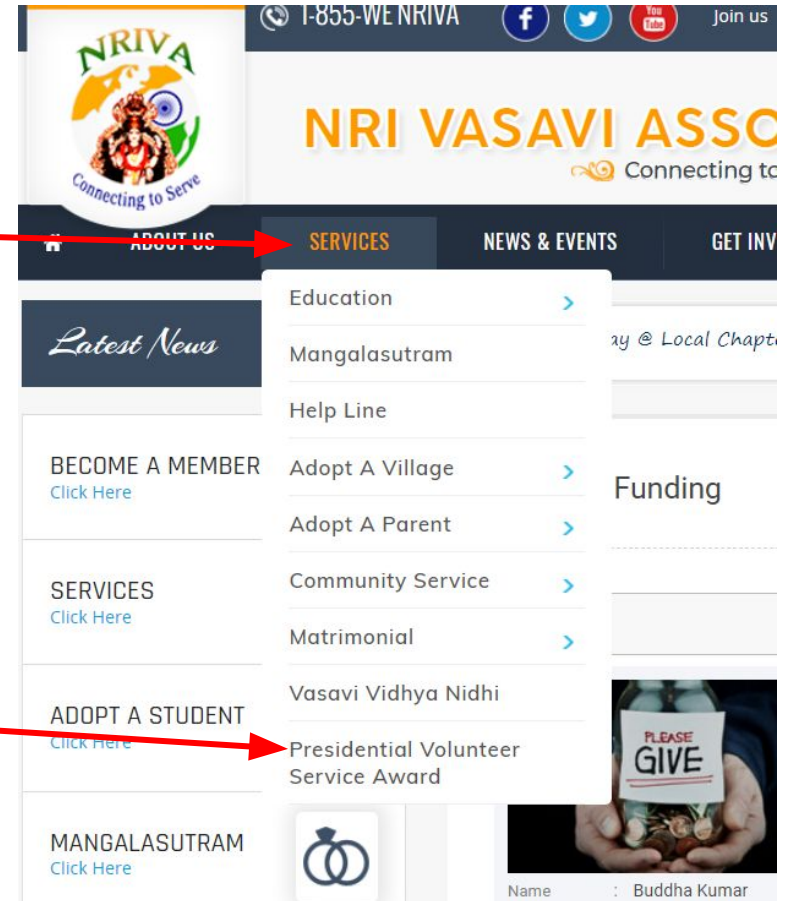
# Introduction

- PVSA hours can be submitted online via <https://nriva.org> portal.
- For hours submission of children, they will be able to do it without logging into the NRIVA account.
- For primary member and spouse, logging into NRIVA portal is required. Children's hours may also be entered upon logging in.
- It is strongly recommended to update your profile with all family members names so the PVSA hours entry process becomes easier.
- For questions related to PVSA program, visit <https://nriva.org/pvsa>.
- We strongly recommend you enter the hours at least on a monthly basis or upon completion of an event, to ensure it can be reviewed and approved in a timely manner.

Entering hours without logging in

Click on Services

Select service award link



# Open PVSA information page and scroll down

## PVSA main page

### President's Voluntary Service Award

#### (Recognition of Volunteer Hours Through Service Awards)

##### About the Award:

The **President's Volunteer Service Award** is a civil award bestowed by the President of the United States. The award was established to honor volunteers and recognize their dedication where they give hundreds of hours each year helping others. This award is granted to individuals, families and organizations located throughout the United States.

##### Background

NRIVA has been recognized as an organization that is now eligible to issue President's Voluntary Service Awards (PVSA).

## Select link

☐ Submission of hours shall be completed via NRIVA members' primary email address. Submit via NRIVA portal for both NRIVA and Non NRIVA Hours at [https://www.nriva.org/pvsa\\_register](https://www.nriva.org/pvsa_register)

## Next Step

- Children can submit hours without logging in.
- It is recommended that primary member log into the portal and update the profile with information of their children.
- NRIVA primary member and spouse can submit after logging into NRIVA.org portal using the registered email address.

A Cares - Service Day @ Local Chapters Nov-Dec'19 - 200K meals target. #RiseAgainstHunger

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### PVSA Hours Register ( Kids )

Please login to submit volunteer hours for yourself

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**PVSA Primary Information**  
Parent Email: (Must be a member of NRIVA)



Enter primary member email address!

Registered email address will be recognized by web portal.

Basic information will auto-populate once registered email address is entered.



The screenshot shows the NRIVA website interface. At the top, there's a navigation bar with 'NEWS &' and 'COVID-19' links. A modal dialog box is open, titled 'nriva.org says', with the text: 'This email is already an existing member, do you prefer to autofill the known information?'. It has 'OK' and 'Cancel' buttons. Below the dialog, there's a banner for 'NRIVA Cares- Service Day @ Local Chapters Nov-Dec'20 - 250K meals target. #RiseAgainstHunger'. The main content area is titled 'PVSA Hours Register ( Kids )' and includes the text 'Please login to submit volunteer hours for yourself'. Below this, there's a section 'PVSA Primary Information' with a label 'Parent Email \* (Must be a memeber of NRIVA)' and a text input field containing 'navitha.guntha@gmail.com'.

Current Address

Address Line1 \*

1\*\*\*\*\*e

City \*

N\*\*\*\*\*e

Postal / Zip Code \*

60563

Country \*

United States

Address Line2

Address Line2

State / Province / Region \*

I\*\*L

Chapter \*

Chicago

# Enter volunteer information (children info)

Enter first name; site will give option to auto populate basic information.

The screenshot shows a web form for entering volunteer information. A pop-up dialog box is displayed in the center, asking "Do you prefer to autofill the known information?" with "OK" and "Cancel" buttons. The form fields are as follows:

- Title \***: Mr. (dropdown)
- First Name \***: Pragnya
- Middle Name**: (empty)
- Last Name \***: (empty)
- Email \***: (empty)
- Student Email \***: (empty)
- Mobile Number \***: (empty)
- Date of Birth \***: (empty)
- Age**: (empty)
- Gender \***: (dropdown)

The form also includes a "LOGIN" button and a "COVID-19" link in the header.

Complete the rest. '**All Required**' fields need to be entered!!

## Student Info

The screenshot shows the "Student Info" form with the following fields:

- Title \***: Mr. (dropdown)
- First Name \***: Pragnya
- Middle Name**: (empty)
- Last Name \***: (empty)
- Email \***: (empty)
- Student Email \***: (empty)
- Gender \***: (dropdown)
- Mobile Number \***: (empty)
- Date of Birth \***: (empty)
- Age**: (empty)
- Is Student US Citizen or Permanent Resident? \***: (dropdown)
- Grade \***: (dropdown)

Red text "Required...!!" is displayed next to the following fields:

- Last Name \*
- Gender \*
- Mobile Number \*
- Date of Birth \*
- Grade \*

## Complete all fields; enter hours in whole numbers (no decimals/no fractions)

Third Quarter (Jul - Sep) ▼ 08/02/2021 09/30/2021

Number of Hours \* 25

Attachment  
Browse... No file selected.

Attachment Required..!!

Delete

Committee \* PVSA

NRIVA / Non-NRIVA \* Non-Nriva

Description \* Testing

Number of Hours \* 19.5

Number Only

Attachment  
Browse... No file selected.

Enter detailed description of volunteer work completed to ensure timely review and approval by local chapter lead or committee designee.

Committee \* Committee

NRIVA / Non-NRIVA\* Nriva

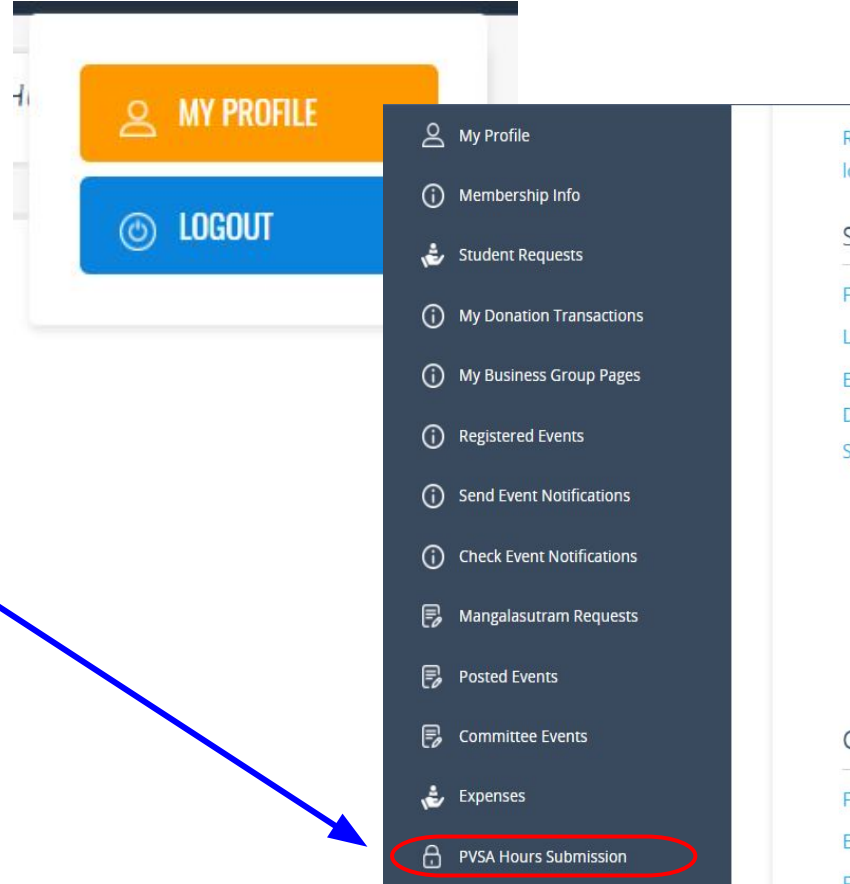
Description \* Description

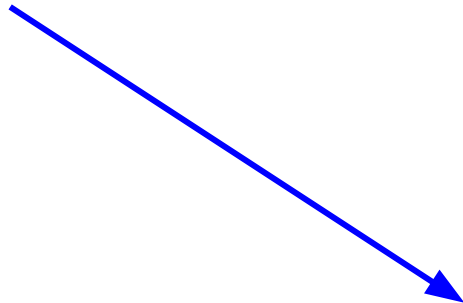
For all non-NRIVA hours, attachment for proof of hours from 3rd party organization need to be uploaded!



## Primary member/spouse hours (Adult or kids PVSA hours entry)

- Upon logging in, click on [My Profile!](#) 



- Click on [PVSA hours submission](#) from menu on the left hand side 

# Entering hours - next step!

- Select option to enter hours clicking the radio button!

Submit PVSA Hours

For kids

For Spouse

For your self

Keyword

Keyword

Status

Pending

Registered From



2022-03-11

Registered Till



2022-04-11

Search

- Basic information will auto populate once you select the option above.
- Complete the rest of the information including detailed description of volunteer work completed.
- Once completed, submit.

## Add PVSA Hours For Spouse

### Primary Information

Email \*

pavithra.guptha@gmail.com

### PVSA Primary Information Of Spouse

Title \* First Name \*

Middle Name

Last Name \*

Mr. Kesavaguptha

Middle Name

Ragunathan

(Surname/Family Name)

Email \*

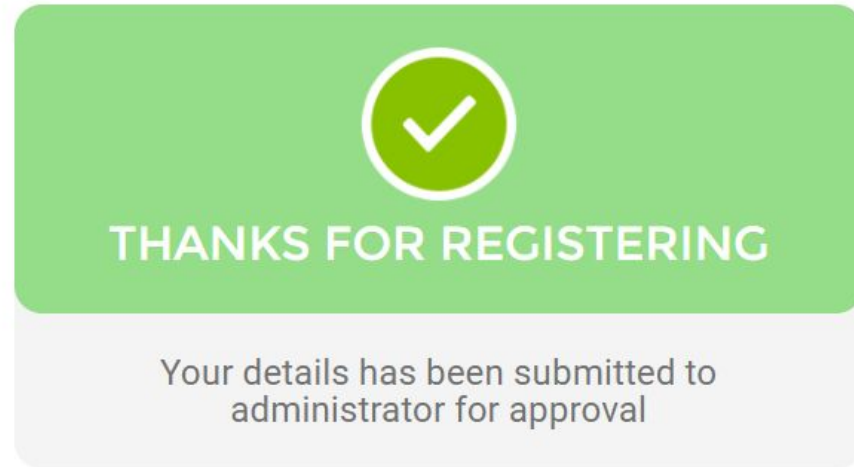
kesavaguptha@gmail.com

Mobile Number \*

(620) 465,6424

# Acknowledgement of submission

**Acknowledgment for completed submission of volunteer hours!**



# Email notification of submission will be sent

Thank you for your PVSA Hours Submission in NRIVA ▷ Inbox ×



info@nriva.org  
to me, HG123 ▾

11:56 AM (1 hour ago)



**NRI VASAVI ASSOCIATION, USA**

Connecting to Serve

Dear Member,

**Please find the details as below.**

Parent Email : [keshav.guptha@gmail.com](mailto:keshav.guptha@gmail.com)  
Student Name : Hrg Guptha  
Email : [HG123@gmail.com](mailto:HG123@gmail.com)  
Phone : 1234567890  
Total Hours : 70

# To check old submissions?

- Press search button
- Press Reset button
- See results below

**Submit PVSA Hours** For kids For Spouse For your self

Keyword  Status Pending Registered From Registered Till

Show 10 entries Search:

First Name	Last Name	Email	Type	From Date	To Date	Committee	Hours
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Search:

First Name	Last Name	Email	Type	From Date	To Date	Committee
Kesavaguptha	Ragunathan	keshav.guptha@gmail.com	Spouse	2021-01-04	2021-03-31	Preside Volunte Service

**Submit PVSA Hours** For kids For Spouse For your self

Keyword  Status Pending Registered From Registered Till

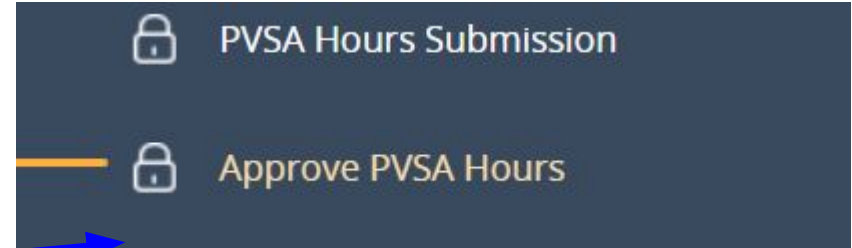
Search:

First Name	Last Name	Email	Type	From Date	To Date	Committee	Hours
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

# Chapter Leads / Committee Review & Approval

- Log into to your NRIVA account
  - Go to my profile
  - Left hand side menu
  - Click on Approve PVSA Hours
- 
- Enter date criteria and hit search
  - Review and approve each item
  - Two status levels
    - Pending
    - Approved by Committee (or Chapter)



## PVSA Committee Approve List

Keyword

Status

Registered From

Registered Till

Committee

Submitted Date

Search:

First Name	Last Name	Email	Type	From Date	To Date	Comm
Kesavaguptha	Ragunathan	keshav.guptha@gmail.com	Spouse	2021-01-04	2021-03-31	Preside Volunte Service

# Award levels

Age Group	Bronze	Silver	Gold	Lifetime Achievement Award
Kids (5–10 years old)	26–49 hours	50–74 hours	75+ hours	4,000+ hours
Teens (11–15)	50–74 hours	75–99 hours	100+ hours	4,000+ hours
Young Adults (16–25)	100–174 hours	175–249 hours	250+ hours	4,000+ hours
Adults (26+)	100–249 hours	250–499 hours	500+ hours	4,000+ hours

## Youth activities

Which activities count	Which activities do not count
For 2021 - NRIVA hours minimum 25% required for the required level. Will need documentation from the sponsoring organization for non-NRIVA hours	Any religious activities are not counted.
Any service activities done through NRIVA including preparation, travel and actual service activity.	Paid activities or where one may earn a course credit in high school or college.
Any time spent to present a webinar. Time spent on preparing, presenting, helping and research.	If the webinar presenter is getting paid then the hours of the presenter.
Any time spent in the Spiritual committee: like preparing for pooja, volunteer for food and managing crowd. Time spent towards informational sessions like preparing, conducting and helping in the sessions.	Performances like singing and dancing during a Spiritual event. Participation in Cultural activities in Convention.
EMCEE for Events.	Participation in any events like game night, spiritual, fun events .
Making flyers, newsletters, Technical help, photos, videos, promos, website help, making calls to encourage membership etc.	Socializing, eating, sleeping.



# Adult activities

Which activities count	Which activities do not count
NRIVA event hours only	Non-NRIVA events that are organized by other parties.
Any service activities done through NRIVA including preparation, travel and actual service activity (blood drive, food drive, community clean-up etc).	Paid activities (getting paid to participate or pay to participate) and political campaigns
Any time spent to present a webinar. Time spent on preparing, presenting, helping and research.	If the webinar presenter is getting paid then the hours of the presenter.
Any time spent in the Spiritual committee: like preparing for pooja, volunteer for food and managing crowd.	Performances like singing and dancing during a Spiritual event. Any religious activities are not counted.
Time spent towards informational sessions like preparing, conducting and helping in the sessions.	Participation in Cultural activities in Convention.
Help coordinate program,manage practice sessions for youth to support an event (art workshop, dance, cultural, education etc.).	Participation or being in the audience in any events like game night, spiritual, fun events .
Support NRIVA organizational activities like matrimony event, AAS or AAP donor request review, preparing write-up for publication, Covid relief support etc.	Attending celebratory events like NRIVA day, picnic, Nrutyanjali launch etc. Attending seminars on various topics like investing, health etc
Making flyers, newsletters, Technical help, photos, videos, promos, website help, making calls to encourage membership etc.	Socializing, eating, sleeping.

# To Recap

Submit hours using the online portal,

- Chairs, Chapter leads will approve the hours
- Non NRIVA hours will be approved by PVSA team.

Requirements for award levels

What counts and what does not?

- For Adults - 100% NRIVA Volunteer hours
- For Youth - Minimum 25% should be NRIVA Volunteer hours

# Questions?

- Email [serviceawards@nriva.org](mailto:serviceawards@nriva.org)
- Reach out one of the PVSA Team members below
  - Pavithra Karumuri
  - Kiran Matthey
  - Keshav Ragunathan

**DEADLINE to submit 2021 volunteer hours by 8/15/2022**

**DEADLINE for Chairs/Chapter leads to approve by 8/22/2022**