

PVSA Individual Submission Sample

COVER SHEET

Name: Nicole Graham

Age: 18

Home Address: 555 This Street
Hometown, State 55555

Total Hours: 103

School: SkillsUSA High School
Advisor's Name: Mr. T. Lawrence
School Address: 14001 SkillsUSA Way
Leesburg, VA 20175

Advisor's email: name@skillsusa.org



*St. James Church, Any Street
Any town, USA*

To whom it may concern:

Nicole Graham volunteered her time to St. James Sunday School. She volunteered a total of 19.5 hours.

Thank you,

*Mrs. Jones
Sunday School Coordinator*



Doggie Day Care, Any Street, Any Town, USA

To whom it may concern:

Nicole Graham volunteered her time to Doggie Day Care. She spent many patient hours walking our shelter dogs. She volunteered a total of 44.5 hours.

Thank you,

Mr. Smith
Owner, Doggie Day Care



**SkillsUSA High School
14001 SkillsUSA Way
Leesburg, VA 20175**

To whom it may concern:

Nicole Graham volunteered her time for the SkillsUSA High School doing volunteer work for the SkillsUSA local chapter. She volunteered a total of 39 hours helping with chapter volunteer projects.

Thank you,

Mr. Roberts, Principal
SkillsUSA High School



**SkillsUSA High School
14001 SkillsUSA Way
Leesburg, VA 20175**

To whom it may concern:

I nominate Nicole Graham for the President's Volunteer Service Award. She has demonstrated her commitment and passion to community service performing 103 hours of volunteer work both for the school and other organizations.

Thank you,

Mr. Lawrence, SkillsUSA Advisor
SkillsUSA High School

Time Sheet for N. Graham

Supervisor	Place of Service	Date of Service	Hours	Service	TOTAL Hours
Mr. Smith	DOGGIE DAY CARE	1/5/15	3.5	dog walker	
Mr. Smith	DOGGIE DAY CARE	1/10/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	1/15/15	4	dog walker	
Mr. Smith	DOGGIE DAY CARE	1/21/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	1/31/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	2/3/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	2/6/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	2/11/15	3	dog walker	
Mrs. Jones	St. James Church	1/3/15	2	Sunday school Aid	
Mrs. Jones	St. James Church	2/10/15	2.5	Sunday school Aid	
Mrs. Jones	St. James Church	3/10/15	3	Sunday school Aid	
Mrs. Jones	St. James Church	4/12/15	3	Sunday school Aid	
Mrs. Jones	St. James Church	6/22/15	3	Sunday school Aid	
Mrs. Jones	St. James Church	8/14/15	3	Sunday school Aid	
Mrs. Jones	St. James Church	9/15/15	3	Sunday school Aid	
Mr. Roberts	SkillsUSA High School	1/16/15	5	Chpter Project: Park Clean up	
		1/30/15	3	Chpter Project: Park Clean up	
		2/28/15	6	Chpter Project: Park Clean up	
		3/12/15	2	Chpter Project: Shelter food prep	
		3/17/15	5	Chpter Project: Shelter food prep	
		4/6/15	5	Chpter Project: Shelter food prep	
		4/18/15	5	Chpter Project: Shelter food prep	
		5/10/15	4	Chpter Project: Park Clean up	
		10/5/15	4	Chpter Project: Park Clean up	
Mr. Smith	DOGGIE DAY CARE	8/21/15	3.5	dog walker	
Mr. Smith	DOGGIE DAY CARE	9/2/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	9/19/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	11/24/15	3.5	dog walker	
Mr. Smith	DOGGIE DAY CARE	12/9/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	12/16/15	3	dog walker	