The Congressional Award
NEW ONLINE SUBMISSION
VISIT WWW.CONGRESSIONALAWARD.ORG

GUIDE FOR PARTICIPANTS
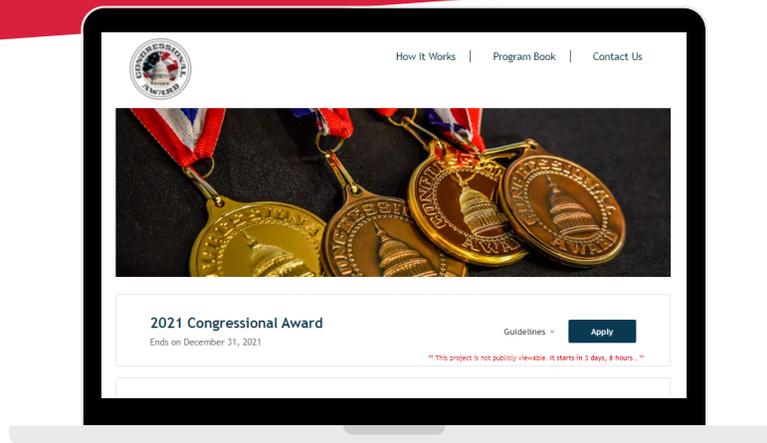
STEP 1: GET STARTED

AFTER PARTICIPANTS HAVE REGISTERED, GO TO THE 'CURRENT PARTICIPANTS' TAB ON CONGRESSIONALAWARD.ORG

IF YOU HAVE NOT REGISTERED, REGISTER NOW!

About • Participants • Resources • Contact Us Events • Shop Support • Alumni •

Register

Prospective

Current

Earned.
Not Given.
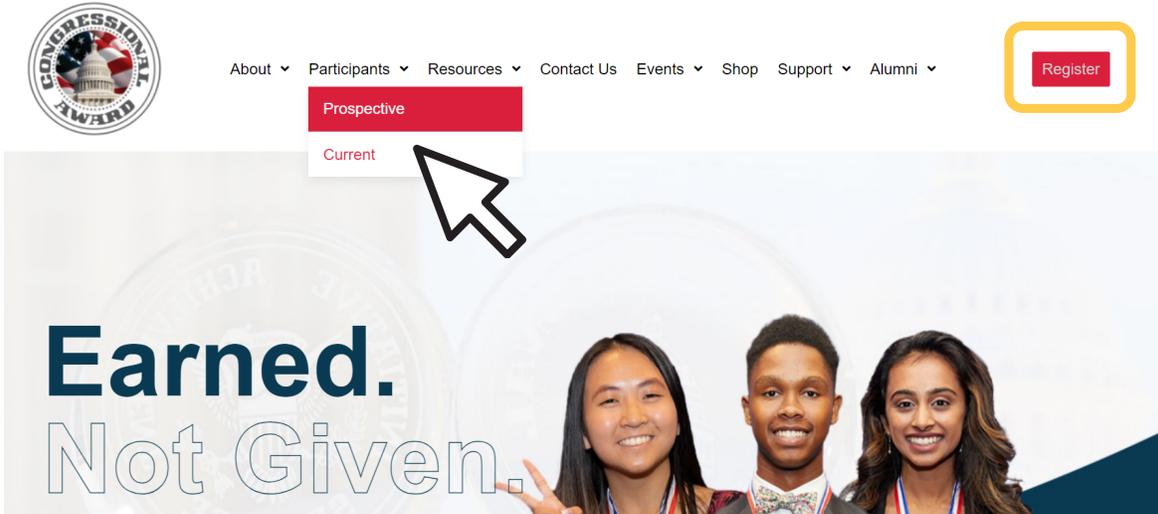
STEP 2: CURRENT PARTICIPANT PAGE

SCROLL AND CLICK TO GET STARTED.

Ready to Start Your Record Book?

CLICK HERE

STEP 3: SUBMITTABLE ACCOUNT

SIGN UP TO MAKE A SUBMITTABLE ACCOUNT,

OR SIGN IN IF YOU ARE COMING BACK TO YOUR BOOK.

NOTE:
PARTICIPANTS WILL NEED TO CREATE THEIR OWN ACCOUNT AND PASSWORD. THEY WERE NOT GIVEN A LOGIN.

STEP 4: OPEN AN APPLICATION

READ THE GUIDELINES AND CLICK 'APPLY'

NOTE:
YOU CAN SAVE YOUR WORK AND COME BACK TO IT.
GO TO THE BOTTOM OF THE APPLICATION TO CLICK 'SAVE DRAFT'
DO NOT CLICK APPLY UNTIL YOU ARE READY!

STEP 5: START APPLICATION

START YOUR RECORD BOOK APPLICATION.

COMPLETE THE PRE-QUESTIONNAIRE.

Are you registered for The Congressional Award? *

○ Yes
○ No

Please note, you must first register for the Congressional Award before you begin counting activity and/or submitting a record book. You can register here.

Please confirm the following points regarding the goals/activities you plan to submit for your Congressional Award.

If any of your goals/activities do not meet the following criteria, you will need to adjust your plan.

Voluntary Public Service

All Voluntary Public Service activities should be open to the public and serve the greater community at large. Your service should not be exclusive to a specific religious or political community. If the community you served was required to pay a fee to access your service (i.e. a camp, tutoring center, museum), that organization must have a nonprofit status in order to count those hours. This does not include private schools.

☐ None of my VPS activities will include spreading of faith or religious activity.

☐ None of my VPS activities will be related to a hot-button, political, or partisan issue.

☐ None of my VPS activities will include working under the direction or for the direct benefit of a for-profit/private business.

Applicant's Full Name: *

Award Participant

Are you registered for The Congressional Award? *

◉ Yes
○ No

Which are you applying for? *

◉ Bronze Certificate
○ Silver Certificate
○ Gold Certificate
○ Bronze Medal
○ Silver Medal
○ Gold Medal

PARTICIPANT INFORMATION

Address *

Country

United States

Address

123 Main Street

Address Line 2 (optional)

City

Washington

State, Province, or Region

DC

Zip or Postal Code

2002

Program Regions

STEP 5, CONT: START APPLICATION

COMPLETE THE APPLICANT INFORMATION AND SELECT YOUR REGION.

STEP 6: VOLUNTARY PUBLIC SERVICE

**ADD YOUR VOLUNTARY PUBLIC SERVICE
GOALS, ACTIVITIES, AND HOURS.**

What is your goal? *

Describe your activities to achieve your goal. *

What did you learn? *

How did you serve the greater community at large? *

TOTAL HOURS for this goal: *

STEP 7: VALIDATOR

**ENTER THE VALIDATOR'S INFORMATION AND
SEND A REQUEST TO VALIDATE.**

DO NOT SEND UNTIL YOU HAVE COMPLETED THAT GOAL.

THE VALIDATOR WILL RECEIVE AN EMAIL FOR APPROVAL.

VALIDATOR VERIFICATION *

Reference Email Address

email@example.com

Enter the email address of the person you'd like to serve as a reference.

Add Personal Message (optional)

Sending a reference request will not submit this form. You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

Send Request Now

Do not send this request until you have filled in all required information for this goal. Prior to sending this request, please ensure that you have spoken with your Validator regarding this goal and related activity hours and months.

We suggest that you send this form as soon as possible to receive verification for your activities as we will not review your submission until this form is submitted by your Validator.

STEP 8: ADDITIONAL GOALS

ADD ADDITIONAL GOALS AS NEEDED.

NOTE:
VOLUNTARY PUBLIC SERVICE CAN HAVE A MAXIMUM OF 4 GOALS
PERSONAL DEVELOPMENT HAS A MAXIMUM OF 2 GOALS
PHYSICAL FITNESS HAS A MAXIMUM OF 2 GOALS

Additional Voluntary Public Service goal?

○   Check here if you have an additional Voluntary Public Service goal.

STEP 9: HOURS LOG

ENTER ALL HOURS FOR VOLUNTARY PUBLIC SERVICE IN THE CHART.

NOTE: A MONTH MUST HAVE AT LEAST 1 HOUR TO COUNT.

Enter the total amount of Voluntary Public Service hours you completed for each month. Only report hours that occur after your Activity Start Date. *

	2017	2018	2019	2020	2021
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Hours:	Months:				
0	0				

STEP 10:
PERSONAL DEVELOPMENT & PHYSICAL FITNESS

**REPEAT STEPS 6-9
FOR PERSONAL DEVELOPMENT AND PHYSICAL FITNESS.**

A VALIDATOR NEEDS TO BE ENTERED FOR EACH GOAL,
EVEN IF IT IS THE SAME VALIDATOR ACROSS MANY AREAS.

YOUR ADVISOR MAY ALSO ACT AS YOUR VALIDATOR, IF NECESSARY.

STEP 11: EXPLORATION/EXPEDITION
SELECT IF YOU HAVE AN IN PERSON OR VIRTUAL TRIP.

IN PERSON EXPLORATION

IF SELECTED IN PERSON, COMPLETE THE QUESTIONS AND SUBMIT YOUR WRITE-UP ANSWERS WITH THE CORRESPONDING BOX.

NOTE: AN EXTRA FILE DROP WILL BE AVAILABLE.

Expedition/Exploration Additional Materials

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

You may submit photos, videos, or other documentation from your trip. This is not required.

Location of Expedition/Exploration: *

Trip Start Date: *

Trip End Date: *

How many days? *

How many nights? *

What is your goal? *

Provide a brief overview of your planned activities to achieve this goal: *

How did you plan and prepare for this activity? *

VIRTUAL EXPLORATION

IF SELECTED VIRTUAL, COMPLETE THE QUESTIONS AND UPLOAD YOUR WRITE-UP FILE.

Please upload your Virtual Expedition/Exploration write-up. *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

STEP 12: FINAL QUESTIONS

FINISH YOUR RECORD BOOK APPLICATION BY COMPLETING THE FINAL VERIFICATION QUESTIONS.

PROGRAM REQUIREMENTS

Minimum Hour & Month Requirements

To enlarge image: Right click > Open image in new tab

You must meet the hour and month requirements in ALL FOUR program areas. Have you met the hours and month requirements for the level you are applying for? *

○ Yes
○ No

Do all the activities recorded above occur after your Activity Start Date? *

○ Yes
○ No

STEP 13: ADVISOR SIGNATURE

ENTER THE ADVISOR'S INFORMATION AND SEND A REQUEST TO VALIDATE.

DO NOT SEND UNTIL YOU HAVE COMPLETED THE ENTIRE RECORD BOOK.

THE ADVISOR WILL RECEIVE AN EMAIL FOR APPROVAL.

ADVISOR VERIFICATION *

Reference Email Address

email@example.com

Enter the email address of the person you'd like to serve as a reference.

Add Personal Message (optional)

Sending a reference request will not submit this form. You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

Send Request Now

Do not send this request until you have completed this form. Prior to sending this request, please ensure that you have spoken with your Advisor regarding the goals, activities, and hours recorded on this form.

STEP 14: SUBMIT YOUR RECORD BOOK

ONCE YOUR
1) RECORD BOOK IS COMPLETE
2) YOUR ADIVSOR AND VALIDATORS HAVE VERIFIED
THEN YOU CAN CLICK APPLY!

NOTE: THE BOOK WILL NOT BE REVIEWED UNTIL THE ADVISOR AND VALIDATORS HAVE CONFIRMED VIA THE SUBMITTABLE EMAIL.

SHARE ABOUT YOUR AWARD JOURNEY!

What have you gained by participating in The Congressional Award? *

Limit: 250 characters

☐ I agree with Terms of Use
❗ This field is required.

Save Draft   Apply

STEP 15: REVISIONS

IF YOUR APPLICATION NEEDS REVISIONS TO MEET THE GUIDELINES, YOUR PROGRAM MANAGER WILL SEND YOU AN EMAIL NOTIFICATION VIA SUBMITTABLE TO COMPLETE THE ASSIGNMENTS.

IF YOU RECEIVE AN ASSIGNMENT EMAIL, LOG IN TO YOUR ACCOUNT AND SUBMIT THE REVISIONS NEEDED ON THE SAME RECORD BOOK FORM.

STEP 16: APPROVAL

ONCE YOUR AWARD LEVEL IS APPROVED, YOU WILL BE NOTIFIED VIA A SUBMITTABLE EMAIL FROM YOUR PROGRAM MANAGER. YOU WILL RECEIVE YOUR FORMAL APPROVAL AND AWARD IN THE MAIL SHORTLY AFTER.

WHEN YOU ARE READY TO START A NEXT LEVEL, FILL OUT THE FORM ON THE 'CURRENT PARTICIPANT' PAGE OF THE WEBSITE.

NOTE: RECORD BOOKS MAY TAKE 4 WEEKS TO REVIEW.

Ready to Submit for Another Level?

CLICK HERE

Fill out the form above if you would like a link to submit for an additional level of The Congressional Award.

If you have not yet submitted an online record book via Submittable, please scroll up and follow instructions for your first online submission.

QUESTIONS OR NEED HELP?

CONTACT YOUR PROGRAM MANAGER
OR EMAIL INFORMATION@CONGRESSIONALAWARD.ORG