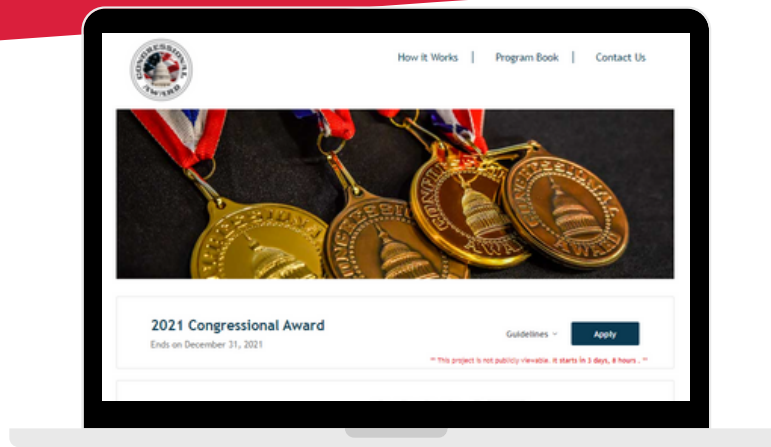




# *The Congressional Award* **ONLINE SUBMISSION**

VISIT [WWW.CONGRESSIONALAWARD.ORG](http://WWW.CONGRESSIONALAWARD.ORG)

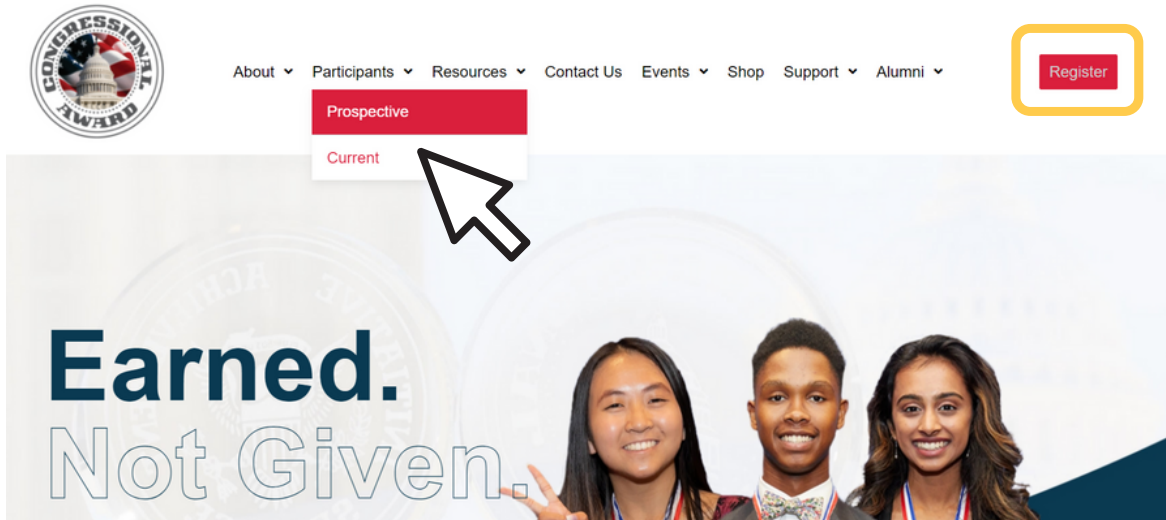
**GUIDE FOR PARTICIPANTS**



## STEP 1: GET STARTED

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

**IF YOU HAVE  
NOT REGISTERED,  
REGISTER NOW!**



## 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.



[How it Works](#) | [Program Book](#) | [Contact Us](#)



Sign Up | Sign In

Welcome back!  
Sign in to your Submittable account.

Email

Password [Forgot?](#)

Sign In

Sign in with Facebook

Sign in with Google

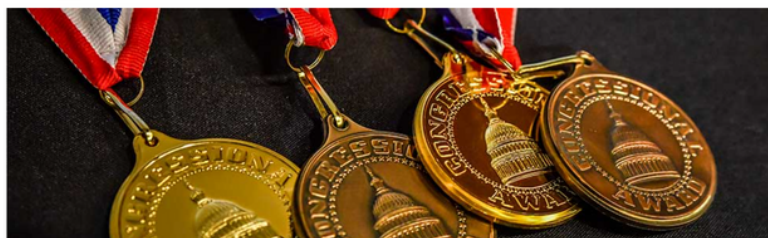
Powered by Submittable

## STEP 4: OPEN AN APPLICATION

**READ THE GUIDELINES AND CLICK 'APPLY'**



[How it Works](#) | [Program Book](#) | [Contact Us](#)



2022 Congressional Award

Ends on December 31, 2022

[Guidelines](#)

[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!

Save Draft

Apply

## 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

20002

#### 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 VERIFICATION

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.

## PREVIEW OF THE ADVISOR & VALIDATOR EMAIL

First Name	<input type="text"/>
Last Name	<input type="text"/>
Are you a parent relative of the participant? *	<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>
Email	<input type="text"/>
Phone	<input type="text"/>
Validator comments regarding the participant's completion of their Voluntary Public Service goal: *	<input type="text"/>
<p><input type="checkbox"/> I certify that the Voluntary Public Service goal, hours, and activities recorded were completed by the participant. *</p>	
<p>Before submitting this form, please ensure that you have spoken to the participant regarding their recorded goal, activities, and hours.</p>	



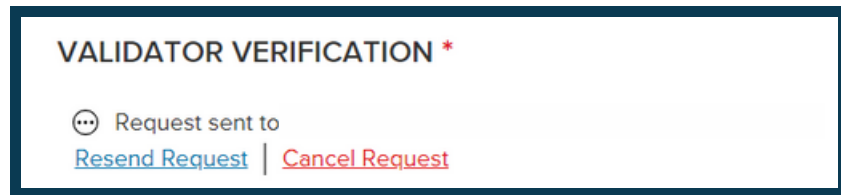
**IF YOU ARE PLANNING TO SUBMIT YOUR RECORD BOOK IN 2023 OR BEYOND, YOU DO NOT NEED TO REQUEST. PLEASE ONLY SEND REQUESTS IN THE YEAR YOU WOULD LIKE TO SUBMIT.**

## DO YOU NEED TO RESEND OR CANCEL YOUR REQUEST?

If the application has been submitted, first request to have your application be reopened for editing by your Program Manager.



Once reopened, go into your application and find the validator request(s) you would like to edit and select "resend request" if you would like to send a reminder to your validator, or "cancel request" if you would like to send it to a new validator.



If the validation form has already been completed, that part cannot be modified. If it is critical the signature be modified, the new validator or advisor can send a simple email to the program manager conducting the review. Please note, advisors and validators do not need to create a Submittable account.

## 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.
- ☐ Check here if you do not 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, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .mkv, .mke, .mov, .mp4, .mpeg, .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, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .3gp, .avi, .flv, .mkv, .mkv, .mov, .mp4, .mpeg, .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						
	50	100	150	200	250	300
Activities Public	25	50	75	100	125	150
Service	10	20	30	40	50	60
Employment	10	20	30	40	50	60
Personal Growth	10	20	30	40	50	60
Academic or	2500	2500	2500	2500	2500	2500
Employment	2500	2500	2500	2500	2500	2500
Hours (by month)	100	200	300	400	500	600
Hours (by month)	100	200	300	400	500	600

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 VERIFICATION

**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.



**IF YOU ARE PLANNING TO SUBMIT YOUR RECORD BOOK IN 2023 OR BEYOND, YOU DO NOT NEED TO REQUEST. PLEASE ONLY SEND REQUESTS IN THE YEAR YOU WOULD LIKE TO SUBMIT.**

## STEP 14: SUBMIT YOUR RECORD BOOK

ONCE YOUR

1) RECORD BOOK IS COMPLETE

2) YOUR ADVISOR 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



## NEED TO EDIT YOUR SUBMITTED APPLICATION?

IF YOU NEED TO EDIT YOUR APPLICATION AFTER IT WAS SUBMITTED OR UPDATE YOUR ADVISOR OR VALIDATOR, PLEASE SEND YOUR PROGRAM MANAGER A MESSAGE THROUGH SUBMITTABLE.

PLEASE NOTE, IF THE VALIDATION FORM HAS ALREADY BEEN COMPLETED, THAT PART CANNOT BE MODIFIED.



## 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.*



# SUBMITTABLE

## LOGGING IN AND COMMON ERROR

### LOGGING INTO SUBMITTABLE

- For the first Submittable application, participants will need to first create their own Submittable account. The Congressional Award does not create logins for participants. Please keep this login information for future reference.
- If you need help logging into your Submittable account or forgot your password, please reset your password or contact Submittable.

### DID YOU RECEIVE THIS ERROR AFTER LOGGING IN?

Click the first link “View this organization’s submissions page” and it will take you to the Award page.

You are logged in as [redacted] but do not have access to this page. From here you can:

- view this organization's submissions page, or
- view your submissions, or
- sign in as a different user below.

Sign Up Sign In

Welcome back!

Sign in to your Submittable account.

Email

Password

Forgot?

Sign In

# **SUBMITTABLE**

## **COMMON QUESTIONS & TIPS**

---

### **Do parents, advisors, or validators need to make a Submittable account?**

- No, only the participant needs to make an account!

### **Will participants be able to know the application status with Submittable?**

- Yes! Participants will now be able to log in and view their review status.

### **Can participants work on the next application while the current one is being reviewed on Submittable?**

- Yes, participants are able to start a new application on Submittable. Please only submit once the current one is approved.

### **How to add an additional goal in a program section?**

- Once participants finish writing the first goal, a box will pop up and ask if you would like to add another goal to the section.

### **If you accidentally make another goal for a category but do not need it, please note you cannot delete it.**

- Please write 'N/A' in the spaces and send the validator email to yourself to approve. Program Managers will know you accidentally clicked an extra goal if it is blank.

### **When should I send my validator an email request?**

- Please only send a validator an email once the goal is completed. Please do not send while the goal is still a work in progress.
- Then, participants can only submit the application once all validators have approved.

### **What to do if participants are submitting at a higher level and a core area or the exploration was previously fulfilled at a lower level?**

- Please write "Requirement met at the previous award." in the spaces provided.

### **The Virtual Exploration Accommodation has been extended until June 30, 2022. Participants may submit virtual explorations until that date.**

- The exploration section of Submittable will have attachment spots for participants to upload write-up documents. If participants submit an attachment, please write in the text boxes, 'see attachment.'

### **What should I do if I plan to submit my application in 2023 or beyond?**

- If participants plan to submit in 2023 or beyond, you may save your progress and hours in the 2022 form, but do not request signatures. Please wait to send advisor and validator requests until you are in the year you are ready to submit.

# QUESTIONS OR NEED HELP?

**CONTACT YOUR PROGRAM MANAGER  
IN SUBMITTABLE MESSAGES,  
OR EMAIL [INFORMATION@CONGRESSIONALAWARD.ORG](mailto:INFORMATION@CONGRESSIONALAWARD.ORG)**

