



U.S. CONGRESS' AWARD FOR YOUTH  
INITIATIVE | SERVICE | ACHIEVEMENT

*The Congressional Award*  
**WORKBOOK**

**THIS WORKBOOK BELONGS TO:**

\_\_\_\_\_

I am earning the \_\_\_\_\_ award.  
(write award level)

**PARTICIPANT ACTIVITY START DATE:**

\_\_\_\_\_/\_\_\_\_\_  
(Month) (Year)

**ADVISOR:**

\_\_\_\_\_

**I understand this workbook is for personal use only.**

This workbook will not be accepted for official review.

Please submit record books online at Submittable.

**The Congressional Award Workbook**

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**Getting Started**

**The Congressional Award Workbook** is a resource to help participants outline goals and activities along their journey to earning a Congressional Award. Brainstorm ideas and keep track of your service in this workbook. Have conversations with your advisor about your goals so you are adhering to the guidelines. Use the guided questions in this workbook and the calendar to keep track of service. Once you've completed every requirement and are ready to submit, visit [congressionalaward.org](http://congressionalaward.org) and submit your record book online with [Submittable](#). This workbook is for personal use only and will not be accepted for official review.

**Program Requirements Checklist**

- Are you [registered](#) for the Congressional Award Program?
- Have you read the Congressional Award [Program Book](#) and do you understand the guidelines?
- Have you created a [Submittable](#) account?

**What level of the Congressional Award are you earning?**

I am earning the \_\_\_\_\_ award.  
(write award level)

**What are the level requirements of this Award?**  
(Refer to the Program Book)

Voluntary Public Service	Personal Development	Physical Fitness	Exploration
Hours:	Hours:	Hours:	Days:
Months:	Months:	Months:	Nights:

**Write any previous hours and months you have earned:**

	Voluntary Public Service		Personal Development		Physical Fitness		Exploration
	Hours	Months	Hours	Months	Hours	Months	Days/Activities
<b>Bronze Certificate</b>							
<b>Silver Certificate</b>							
<b>Gold Certificate</b>							
<b>Bronze Medal</b>							
<b>Silver Medal</b>							
<b>Gold Medal</b>							

Service in Voluntary Public Service, Personal Development, and Physical Fitness is cumulative. For example, if you earn the Bronze Medal, you will only need to complete 100 more Voluntary Service Hours and a new 3-day/2-night Exploration to meet the Silver Medal requirements.

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### Goal Setting

A participant's goals should be **SMART (Specific, Measurable, Attainable, Realistic, Timely)**. Goals that are too broad, such as "I will help serve my community" or "I will get into shape" are not acceptable. Please be sure that goals clearly state a specific objective and are challenging as well as measurable.

Participants may set **umbrella goals** that include similar activities. For example, if your Voluntary Public Service goal is to help youth in your community, your activities to achieve this goal could include tutoring at the local library, assisting youth at the YMCA, and packing lunches at the food bank for local students.

Voluntary Public Service can have a maximum of 4 goals. Personal Development and Physical Fitness can both have a maximum of 2 goals. The goal amounts reset at each level. Participants may keep the same goals throughout the Award journey, or make new goals at each level. Goals across categories should not have similar activities.

Earning a Congressional Award is a marathon, not a sprint. Remember, you are taking the steps to work toward your goals and show improvement, it is acceptable if you do not achieve your goals!

### Example Goal

#### **Example: What is your Voluntary Public Service Goal?**

I will serve my community by helping food insecurity in my community by helping plan and execute food banks.

#### **What activities or organizations will you participate in for this goal?**

My service activities will consist of volunteering at the community food bank and food kitchen most Saturday and Sunday mornings. The food kitchen I will be working with is a non-profit that offers free meals to any person who visits the bank. This kitchen is open to the public. I will be volunteering my time and will not receive compensation. My service will consist of helping the food bank employees plan meals and receive donations (indirect service, which is no more than 25% of my service) and working the food bank donation drive, and serving in the food kitchen (direct service).

#### **List a validator who can verify this goal:**

Jane Doe, Director of Community Food Bank

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**Voluntary Public Service Checklist**

**Sharing Time and Talents for the Benefit of Others**

Voluntary Public Service is meant to provide opportunities for you to dive into your community with hands-on volunteer experiences. This requires sensitivity, assessment of needs, and determination.

**What is your 1st Voluntary Public Service Goal?**

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**What activities or organizations will you participate in for this goal?**

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**List a validator who can verify this goal: (Name and Contact Information)**

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A validator must be an adult who is familiar with the activity.  
Parents, guardians, or relatives are not allowed to be validators. An advisor may also act as a validator.

**Do your planned goals and activities follow the Voluntary Public Service guidelines?**

*(See complete descriptions in the Program Book)*

- No School/Class Credit
- No Spreading of Faith or Proselytizing
- No Compensation
- No Private/For-Profit Businesses
- No Entrance/Membership Fees
- Service Be Open to the Public
- Must be Non-Partisan
- Indirect Service Cannot Exceed 25% of Activity

Keep track of daily hours in the log.

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## **Voluntary Public Service Checklist**

### **Sharing Time and Talents for the Benefit of Others**

Optional Sections: Voluntary Public Service can have a maximum of 4 goals

**What is your 2<sup>nd</sup> Voluntary Public Service Goal?**

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**What activities or organizations will you participate in for this goal?**

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**List a validator who can verify this goal: (Name and Contact Information)**

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**What is your 3<sup>rd</sup> Voluntary Public Service Goal?**

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**What activities or organizations will you participate in for this goal?**

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**List a validator who can verify this goal: (Name and Contact Information)**

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**What is your 4<sup>th</sup> Voluntary Public Service Goal?**

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**What activities or organizations will you participate in for this goal?**

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**List a validator who can verify this goal: (Name and Contact Information)**

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Keep track of daily hours in the log. You can use the same log.

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**Personal Development Checklist**

**Pursuing a new interest or advancing in an ongoing interest**

Personal Development is a chance for you to explore a new interest or work to improve your skills in an existing hobby.

**What is your 1<sup>st</sup> Personal Development Goal?**

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**What activities or organizations will you participate in for this goal?**

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**List a validator who can verify this goal: (Name and Contact Information)**

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Optional Section: Personal Development can have a maximum of 2 goals

**What is your 2<sup>nd</sup> Personal Development Goal?**

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**What activities or organizations will you participate in for this goal?**

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**List a validator who can verify this goal: (Name and Contact Information)**

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**Do your planned goals and activities follow the Personal Development guidelines?**

*(See complete descriptions in the Program Book)*

- Measurable & Challenging
- No School/Class Credit
- Part-Time Jobs are allowed
- Many clubs, organizations, or hobbies may count here

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## **Physical Fitness Checklist**

**Improve one's quality of life**

**What is your 1<sup>st</sup> Physical Fitness Goal?**

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**What activities or organizations will you participate in for this goal?**

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**List a validator who can verify this goal: (Name and Contact Information)**

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Optional Section: Physical Fitness can have a maximum of 2 goals

**What is your 2<sup>nd</sup> Physical Fitness Goal?**

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**What activities or organizations will you participate in for this goal?**

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**List a validator who can verify this goal: (Name and Contact Information)**

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**Do your planned goals and activities follow the Physical Fitness guidelines?**

*(See complete descriptions in the Program Book)*

- Measurable & Challenging
- School-related fitness activities are allowed
- Non-competitive goal
- Must be an activity outside of daily routine

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## Exploration Checklist

### Immersion in an unfamiliar environment or culture

#### In-Person Exploration

What is your Exploration?

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What location(s) or activities will you explore in order to progress toward your goal?

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List a validator who can verify this goal: (Name and Contact Information)

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Number of Days: \_\_\_\_\_ Number of Nights: \_\_\_\_\_  Complete Write-Up (All 1-6 Questions)

**OR**

#### Virtual Exploration

What is your Exploration?

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What virtual activities will you complete for this goal?

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List a validator who can verify this goal: (Name and Contact Information)

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Number of Virtual Activities: \_\_\_\_\_  Complete Write-Up (Activity Guide & 1-7 Questions)

**Do your planned goals and activities follow the Physical Fitness guidelines?**

*(See complete descriptions in the Program Book)*

- No 'sign-up and go' trips
- Adult supervision is encouraged
- No 'next stage of life' trips
- Must have 6-8 hours of activity per day
- No School/Class Credit
- You cannot combine trips from previous levels, trip days must be consecutive
- You may submit a higher award level exploration at a lower level

Keep track of daily hours in the log.



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### Final Checklist

- Ensure all the activities listed occur after your Activity Start Date.
- Do not submit any activities from previous Record Book submissions. Our office keeps all approved hours from past submissions in your participant file.
- Acknowledge that your Advisor and Validators are not family members.
- Indicate that you have not received class credit for any of your activities.
- I have met the hour and month requirements for this Award level.

### Submit Online Submittable Record Book

1. When you are ready to submit your record book online, log on to your [Submittable](#) account. Remember, you need to create your own account.
2. Follow the [How to Guide for Submittable](#) and enter your activity and hours on the Submittable application.
3. After each goal, select 'send request now' to send validators a verification email. Please note, you cannot submit the application until your validators have approved the email request.
4. At the end of the application, select 'send request now' to send your advisor a verification email. Please note, you cannot submit the application until your advisor has approved the email request.
5. Submit your application!
6. [Start working toward any next level of the Award.](#)

### Contact the Award

[Award Program Book](#)

[Submittable](#)

[How to Guide for Submittable](#)

[VIDEO: How to Guide for Submittable](#)

[Submittable Tips](#)

[More Questions? Send the Award your question.](#)