



# PROGRAM BOOK



## U.S. Congress' Award for Youth

The official guide to earning The Congressional Award, complete with program requirements, best practices, and submission guidelines.





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# GET STARTED

Earning The Congressional Award is a proactive and enriching way to get involved. This is not an award for past accomplishments. Instead, youth are honored for setting personally challenging goals and meeting the needs of their community.

The program is non-partisan, voluntary, and non-competitive. Young people may register when they turn 13 1/2 years old, start submitting at age 14, and must complete their activities by their 24th birthday.

Participants earn Bronze, Silver, and Gold Congressional Award Certificates and Bronze, Silver, and Gold Congressional Award Medals. Each level involves setting goals in four program areas: Voluntary Public Service, Personal Development, Physical Fitness, and Expedition.

The Congressional Award is the most comprehensive and flexible of its kind. There is no minimum grade point average requirement, it accommodates young people with special needs or disabilities, and participants complete their activities at their own pace.

1

## Register

Register at [www.congressionalaward.org](http://www.congressionalaward.org).

The day you sign up is the day you may begin counting activities toward the program. Identify an Advisor who agreed to this role before registering.

2

## Goals

Work with your Advisor to set goals in each of the four program areas. Start at the Bronze Certificate and progress level by level or go straight for a higher award.

3

## Impact

Show your community and yourself what you can do!

Keep track of the hours and months of activity you complete in pursuit of your goals. [Download our Workbook and Activity Log featured on the 'Current Participants' webpage.](#)

4

## Submit

Once you've met the requirements for a level, [submit your Record Book via Submittable for National Office review](#). Record Books generally take 6-8 weeks to review. Gold Medal Record Books may take longer as they pass through a committee.

5

## Continue

While you're waiting for your Record Book to be reviewed you may continue working on activities toward the next award level.

6

## Earn

Once approved, you will be recognized for your Award!

Certificates are emailed directly to the awardee and Medals are mailed or presented by your Member of Congress based on member availability and what participants request in their Record Book.



# PROGRAM REQUIREMENTS

The award level structure is cumulative, meaning hours and months spent on one award level will automatically be counted toward the next level.

In order to earn a particular level of the award, participants must meet the following requirements in ALL four program areas:

CERTIFICATES			
	Bronze Certificate	Silver Certificate	Gold Certificate
VOLUNTARY PUBLIC SERVICE	30 Hours No Month Requirement	60 Hours No Month Requirement	90 Hours 6 Months
PERSONAL DEVELOPMENT	15 Hours No Month Requirement	30 Hours No Month Requirement	45 Hours 6 Months
PHYSICAL FITNESS	15 Hours No Month Requirement	30 Hours No Month Requirement	45 Hours 6 Months
EXPEDITION/ EXPLORATION	1 Day	2 Days	3 Days
MEDALS			
	Bronze Medal	Silver Medal	Gold Medal
VOLUNTARY PUBLIC SERVICE	100 Hours 7 Months	200 Hours 12 Months	400 Hours 24 Months
PERSONAL DEVELOPMENT	50 Hours 7 Months	100 Hours 12 Months	200 Hours 24 Months
PHYSICAL FITNESS	50 Hours 7 Months	100 Hours 12 Months	200 Hours 24 Months
EXPEDITION/ EXPLORATION*	2 Days, 1 Night	3 Days, 2 Nights	5 Days, 4 Nights

\* Expeditions/Explorations at the medal level must be consecutive day, overnight trips.



# HOUR & MONTH REQUIREMENTS

## **Spread out your hours.**

The purpose of the program is to set long-term goals. Your activities should be spread out over the time that you are working toward your goals. The month requirement refers to the months that you are actively working towards your goals in each program area.

## **The month requirement is a minimum requirement, not a timeline or deadline.**

The month requirement refers to the months that you are actively working towards your goals in each program area. A 'month of activity' is defined as a month in which at least one hour of activity is counted.

## **You must complete at least 1 hour of activity in a given month for that month to count.**

## **Months of activity do not need to be consecutive.**

Months in which you do not complete any activity for your goal may pass and these will not be counted towards your month total.

## **Months in a program area only count once.**

Example: If you play ice hockey and soccer and you set goals and record hours for both activities in the month of January, you can only count January one time toward your Physical Fitness month requirement. If you are going for the Gold Certificate, January would count as 1 month and you would need to complete 5 other months to meet the 6-month requirement.

## **No more than eight hours of activity per day.**

Example: If your Voluntary Public Service activities include volunteering as a camp counselor, you may only count eight hours per day even if you are spending the night at the camp.



# VOLUNTARY PUBLIC SERVICE

## 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.

### NO PRIVATE / FOR-PROFIT BUSINESSES

All goals and stated activities must benefit the greater community at large. You may not volunteer to work at a private business, such as a law firm, doctor's office, sports camp, or private dance studio as it does not benefit the public. This also includes volunteer opportunities within private schools.

### MUST BE NON-PARTISAN

You may not promote a politically sensitive issue or volunteer on a political campaign. This includes volunteering for entities with a partisan or issue-based focus.

You may not volunteer for an organization that is classified as a 501(c)(4). This includes working for an elected official's office, political campaigns, and Political Action Committees.

### INDIRECT SERVICE

Indirect service activities can only make up 25% of your total Voluntary Public Service hours. Indirect service activities would be considered planning, meeting, organizing, training, researching, or fundraising. The other 75% must be direct hours, where you are interacting with and providing a direct service to the community you are serving.

### ACTIVE HOURS

You may only record hours in which you are actively pursuing your goal. For example, if you train service dogs, you may only count hours spent actively teaching and training the dogs. Simply playing or being with the animal is not deemed service.

### NO ENTRANCE / MEMBERSHIP FEES

Activities completed through an organization that charges a fee for participants may only be used towards Voluntary Public Service if the organization offers financial aid/scholarships for participants who may not be able to afford the fees. For example, if you are volunteering for a club team or sports camp that charges a fee, the organization must provide reduced costs or financial aid for those who cannot afford it.

### NO SPREADING OF FAITH / PROSELYTIZING

Activities coordinated or completed under the direction of a church, synagogue, mosque, or other religious institutions must provide service to the greater community at large. Sunday school or church beautification are activities that only benefit members of that particular institution and cannot be counted toward Voluntary Public Service. In addition, Voluntary Public Service activities completed with a religious institution MUST NOT include any religious instruction or proselytizing. However, these activities can be applied to the Personal Development category.

### NO COMPENSATION / CLASS CREDIT

Voluntary Public Service activities in which you receive compensation or fulfill graduation requirements are not allowed. This includes paid internships and class note-taking for campus services or resource centers. Activities that may count towards your GPA or are considered class credit cannot be used.

### VOLUNTEERING FROM A 501(C)(3)

Volunteering for a 501(c)(3) non-profit organization will likely count for Voluntary Public Service **as long as all other rules and guidelines are followed**. Participants who are founding their own 501(c)(3) non-profit organization may have their indirect activity limitation waived.

## COMMON ACTIVITIES



Hospitals and Schools



Libraries



Shelters/Food Banks



Community Clean Up

**CLICK HERE**



To get activity inspiration and see if your idea qualifies, head to our Activity Checker!





# PERSONAL DEVELOPMENT

Pursuing a new interest or advancing to another level 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.

## MEASURABLE & CHALLENGING

Your goal should be measurable and personally challenging. You may continue an activity that you have participated in in the past, but be sure that your goal challenges you to develop or improve your skills in that activity rather than a continuation of what you are already doing.

## NO SCHOOL/CLASS CREDIT

You may not count any activities that garner school or class credit. Improving your skills in a particular subject or studying for a standardized test may be used, however, your activities must occur outside of school and not be a requirement or assignment for any class. For example, your Personal Development activities could include extracurricular tutoring in which you are not receiving class credit or a weekend SAT prep course that is not a requirement or credit for class.

## PART-TIME JOBS

If you are a full-time student, taking on a part-time job may be counted. Alternatively, if you are a full-time employee, you may count extra-curricular and/or recreational classes towards your Personal Development goal(s).

## MENTAL HEALTH

A participant may log hours working on one's mental health as part of their Personal Development goal. You do not need to share too much detail of what specifically you are working on, if you are uncomfortable doing so, but we do ask that you provide the steps/activities you completed to help you reach your goal.

## COMMON ACTIVITIES



Spiritual/Religious Studies



Art



Reading



Music



Leadership



STEM Activities

[CLICK HERE](#)



To get activity inspiration and see if your idea qualifies, head to our Activity Checker!





# PHYSICAL FITNESS

Improving one's quality of life through participation in fitness activities

Physical Fitness is a chance for you to get active, improve your physical abilities, or strengthen your skills in a sport or activity.

## MEASURABLE & CHALLENGING

Your goal should present a level of challenge and you should be able to show marked progress. You may continue an activity that you have participated in in the past, but be sure that your goal challenges you to develop or improve your skills. Physical Fitness goals do not need to be strenuous to be challenging.

For those with disabilities or needing accommodation, we recognize what is 'strenuous' could vary! Applying time spent in physical therapy is a great option for those recovering from an injury or strengthening their physical abilities.

## SCHOOL FITNESS ACTIVITIES

School sports and team practices are acceptable activities as long as they are completed outside of class time and do not earn school/class credit. Gym classes or physical education during school hours do not qualify.

## NON-COMPETITIVE

Goals should be personally challenging and focus on your individual well-being. A goal of becoming a team captain is not an acceptable goal as your success depends on the decisions of others.

## MUST BE AN ISOLATED ACTIVITY

Using activity trackers (i.e. Fitbits) may be useful in tracking your activities, however, activities that are part of your daily routine (i.e. walking to class) cannot be counted towards your Physical Fitness goal. Your activities need to take place outside of your daily routine.

## MEAL PLANNING/HEALTHY MEAL PREPARATION

A participant may log time spent planning/prepping healthy meals, as long as it aligns with their goal. However, these hours may only make up 25% of your total Physical Fitness hours. The remaining 75% should be spent engaging in active physical activities.

## COMMON ACTIVITIES



General Exercise



Walking & Running



School or Club Sport



Nutrition

[CLICK HERE](#) 

To get activity inspiration and see if your idea qualifies, head to our Activity Checker!





# EXPEDITION/EXPLORATION

## Immersion in an unfamiliar environment or culture

An Expedition should be a new, unique experience. Your trip should require a level of immersion that enables you to leave your comfort zone/daily routine and discover the unfamiliar.

### 6-8 HOURS PER DAY

You must complete 6-8 hours of immersive activities per day to 'earn' a day towards the requirement.

### NO 'SIGN-UP AND GO' TRIPS

Participants are required to demonstrate a significant level of control over their trip preparation, planned day-to-day activities, and their overall itinerary. Your Expedition/Exploration should not consist of activities like shadowing or participating in an internship or work-study program, sleepaway or day camps, mission trips, cruises, competitions, or conferences.

### COLLEGE VISITS

Participants may use college visits **that have taken place after February 1, 2024** to satisfy their Expedition/Exploration requirements, but only one college visit can count per day of an Expedition/Exploration and there must still be 6-8 hours of activity for that day. The 6-8 hours of activity may include the college visit.

### TRAVEL TIME

You can count one travel day going to your destination, and one travel day going back as part of the days/nights to meet your Expedition/Exploration requirements. Be sure that there are still 6-8 hours total and to include details of your travel when completing your Record Book to avoid any revisions.

### TRIPS THAT MEET THE DURATION

#### REQUIREMENT OF A HIGHER AWARD LEVEL

If you complete a trip that satisfies the overnight and/or day requirements for a higher level of the award than what you are applying for, you may submit it with a lower-level Record Book. If you are using it again for a higher-level Record Book, you may submit and put "Requirement met in a previous application," keeping in mind that the National Office will not necessarily approve a trip at a higher level without revisions, even if it was approved for a lower level.

### MEDAL LEVEL TRIPS REQUIRE CONSECUTIVE DAYS

Medal levels require that the days and nights be consecutive. You cannot combine trips to meet the requirements of the Bronze, Silver, or Gold Medal.

### MEDAL LEVEL SUBMISSIONS MAY ONLY INCLUDE ONE TRIP PER RECORD BOOK

You should only submit one Expedition/Exploration with each Record Book submission at the medal level. For example, if your first Record Book submission is for the Silver Medal, you only need to submit a two-day, one-night trip. You do not need to submit a one-day trip for the Bronze Certificate, a two-day trip for the Silver Certificate, etc. Note: participants submitting for certificate levels can submit multiple trips to meet the requirements.

### ADULT SUPERVISION IS ENCOURAGED

While you should bear most of the responsibility in planning and executing the trip, adult supervisors or parents may help and accompany you.



# EXPEDITION/EXPLORATION

CONTINUED

## EXPEDITIONS VS. EXPLORATIONS

### EXPEDITIONS

Expeditions are typically outdoor excursions that include camping, hiking, and wilderness activities. This usually forces the participant to forgo the comforts of home and learn to pack and prepare equipment, set up a tent, or cook food over an open fire. Participants should always take safety precautions and consult an adult when necessary.

### EXPLORATIONS

Explorations are trips that provide the participant with a new experience outside the community they are familiar with. These may include a cultural exchange, traveling to a foreign country, or exploring a new city or neighborhood. Explorations involve preliminary research and preparation. Challenges may include language barriers, planning travel, or learning new tasks. You may want to consider an overnight stay with a local family if possible. Also note that family vacations are fun and relaxing, but there must be a level of challenge and discovery involved with the trip to count as an Exploration.

## VIRTUAL EXPEDITION/EXPLORATION OPTION

All participants will now be able to submit Virtual Expeditions/Explorations with modified guidelines if they choose to do so over an in-person excursion. **Please note that a participant cannot mix and match the in-person and virtual Expeditions, they must choose one or the other.**

### INSTRUCTIONS:

#### Step 1 – Choose your location(s)

Participants can choose a country/location they are interested in virtually visiting and exploring. If preferred, multiple locations may be chosen, but participants will be expected to include a paragraph comparing and contrasting the locations in their write-up.

#### Step 2 – Choose your activity/activities and address the prompt tied to each activity

Participants will then (a) pick activities from the activity guide below to explore the history, culture, and customs of the location(s) they have chosen and (b) address the prompt tied to each activity (*italicized in each activity description*). Participants may choose to do the same activity more than once, but more detail and depth will be expected in their activity guide answers to clearly demonstrate that they have learned something new with each activity.

#### Step 3 – Complete the Write-Up by answering the 7 questions

Answer the seven questions about their virtual Expedition/Exploration as whole in the Write-Up Guidelines below. Once participants are ready to submit, they should be sure that their write-up includes both: (a) an answer addressing the *italicized portion in the Activity Guide for each activity*, and (b) one thoughtful answer for each of the seven questions from the Write-Up Guidelines about the Virtual Expedition/Exploration as a whole. please be sure to submit a Validation form from your Validator. If you are having difficulty finding an appropriate Validator, you may send your Validation form to your Advisor..

### COMMON ACTIVITIES



Camping



Exploring a nearby Town



Traveling



Tour a museum



Review a book or film



Prepare a cultural dish

**CLICK HERE**

To get activity inspiration and see if your idea qualifies, head to our Activity Checker!



# PROJECT OPPORTUNITIES

The Congressional Award's National Office undertakes long-term campaigns to address challenges brought on by current events and highlights trends in our students' interests and engagements.

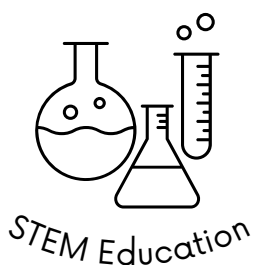
Check out extra project opportunities at the webpage below for creative ways to earn your award or resources that you might find helpful for challenges facing young adults today!

From online workshops to community service initiatives, there are numerous avenues to explore and contribute meaningfully.



Whether you are passionate about **environmental conservation, digital literacy, or mental health advocacy**, there are projects tailored to your interests that can also help you develop valuable skills and make a positive impact.

**Remember, the journey towards earning your award is as important as the award itself.** Every step you take, every challenge you overcome, and every lesson you learn will shape you into a more resilient and compassionate individual. So, dive into these opportunities with enthusiasm and an open heart, and watch as you grow and flourish along the way.





Watch Videos,  
Gain Inspiration,  
Track & Submit Activity

# GENERAL ELIGIBILITY & REQUIREMENTS



## Getting Started

You may **start at any level** that you choose. You can start with the Bronze Certificate or go straight for the Gold Medal. You can also go level by level or skip levels. Our office recommends that you submit a Record Book at a lower level to ensure that your goals and activities are approved before working towards higher levels.

Participants may only log activities that occur **on or after your Activity Start Date** (the day that you register).

You must complete your activities **prior to your 24th birthday**. Participants can register for the program at 13 1/2 and are eligible to submit their first record book at 14.

## Goal Setting

You must set goals and **complete activities in ALL FOUR program areas** to earn the award. This includes meeting the hour AND month requirements for each program area based on the level of the award you are applying for.

**You 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.

No double dipping! **None of your activities should overlap between program areas.** Activities that you complete towards one program area cannot be counted towards another. For example, Personal Development goals may include fitness activities such as dancing or team sports. However, make sure that none of your Personal Development activities overlap with your Physical Fitness activities.

**Any activities that you receive class credit for cannot be counted towards the award.**

**The National Office cannot pre-approve any goals or activities.** Once you have registered and met with your Advisor, we can provide initial feedback and suggestions, but in the end it all comes down to our official review of the actual Record Book submission.

You may **modify or change your goals and activities at each level of the award** after each submission and approval.

# GENERAL ELIGIBILITY & REQUIREMENTS CONTINUED

## Working on Goals

You may collaborate with others while working toward your goals. However, the activities and hours that are recorded in your Record Book should be ones that you completed as an individual. You must complete at least 1 hour of activity in a month for that month to count.

Remember, as long as you are taking the steps to work toward your goals and can show improvement, it is alright if you do not achieve your goals!

## Submitting Your Record Book

You only need to submit your Record Book **ONCE** per award level. When submitting revisions, please be sure to re-submit your Submittable Record Book. Participants are eligible to submit from ages 14-24.

**Please only submit one Record Book at a time and from the same account online.** Please do not submit multiple Record Books for multiple award levels at one time, or use different accounts for each submission.

For each Record Book, you are allowed to submit at a maximum of:

- 4 Voluntary Public Service goals
- 2 Personal Development goals
- 2 Physical Fitness goals
- 1 Expedition

Additionally, you only need to submit one Expedition that meets the minimum day or overnight requirements for the level you are applying for.

## Accommodations

If you have any disabilities or require special consideration, please let our office know. The **program is flexible** and we are happy to assist any way we can.

## Awards

If you skip award levels, once approved, you will automatically receive all lower levels of the award. For example, if your first Record Book submission is for the Silver Medal, once approved, you will also be approved for the Bronze, Silver, and Gold Certificates and the Bronze Medal.



# AVOID COMMON MISTAKES



Double check that you are submitting a complete Record Book – including submitted validation forms, all hour totals, and all required details for your goals and activities.



Ensure that you are submitting accurate and up to date contact/address information at the beginning of your application. This is how you will be contacted regarding your submission and any communications around receiving your awards. If you ever need to update your contact information, contact your program manager.



Ensure that all the activities listed within your Record Book occur after your Activity Start Date.



Double check the program requirements on page 1 to ensure that you are meeting the hour and month requirements for each program area.

2024		
January		
February	7	
March	8	
April		
May	9	
June	2	
July		

**Incorrect:**  
26 hours over  
7 months

**Correct:**  
26 hours over  
4 months



Do not submit any activities from previous Record Book submissions. Our office keeps all approved hours from past submissions in your file at the National Office.



Do not send your Validators their validation forms until AFTER your activities have been completed.



Only send your Advisor's validation form after all other validations have been received. Advisors should make sure all other validations have been completed before approving a participant's Record Book for submission.



Use the official Submittable Record Book to submit your activities. We will only review what is recorded in the Record Book. Although not required, you may include supplementary documents like photos, and expanded explanations.



Acknowledge that your Advisor and Validators are not family members.



Indicate that you have not received class credit for any of your activities.

# RECORD BOOK REVIEW PROCESS

The National Office accepts Record Book submissions on a rolling basis. The only deadline is for the Gold Medal Record Book. **If you are planning to attend the Gold Medal Ceremony for a particular year, you must submit your Record Book no later than February 1st and all Revisions must be submitted by March 15th of that year.**



**We only accept Record Books via Submittable.** We no longer accept Record Books via mail, fax or email. If there are exceptional situations in which another method may be necessary, email your region's Program Manager before completing the Record Book.

Once you have submitted your complete Record Book, your Program Manager will review your submission. **Record Books generally take 6-8 weeks to review. Gold Medal Record Books may take longer as they pass through a committee.** This timeline does not account for additional revisions.

Our office cannot expedite the review process. If you are hoping to be approved prior to a personal deadline, please ensure that you allow enough time for review and possible revisions.

If our team has questions regarding your submission, we will notify you via Submittable or email.

Once approved, the National Office will email the awardee their approval letter and Digital Certificates. If you've earned a medal, we will notify your member of Congress so they can either mail it directly to you or provide it to you with their choice of recognition method (meeting, photo op, meet & greet, phone call, letter, etc.). The way you receive your award will depend on what you request under the question in your Record Book submission and your congressional office's availability and preferences.

Once you have submitted your Record Book, you may begin working toward the next level of the award.

## REVISIONS

Please address ALL questions posed and information requested by the National Office.

If you add hours or months of activity to your Record Book, you must re-send your Validator and Advisor validation forms to confirm the new activities.

If you do not address all of the notes in the revision or if you provide new information that requires clarification, you may receive additional revision requests.

Revisions are okay! Most participants are asked to clarify or revise some part of their Record Book.

## GOLD MEDAL RECORD BOOKS

**We are unable to make exceptions to the February 1st submission and March 15th revision deadlines.**

If we do not receive your Record Book or revisions prior to the submission deadlines, your Record Book can still be approved but you will be considered a Gold Medalist for the following year.

Once we receive your Gold Medal Record Book, your Program Manager will review your submission and work with you on any revisions you might have. Once your Program Manager approves your Record Book, it will be passed to the Gold Medal Review Committee. You will be notified directly once you have been approved!



# AWARD PRESENTATIONS



Once approved for a Congressional Award Medal, our office will notify your U.S. Representative of your achievement. Every congressional office is different, but your Representative will then arrange for you to receive your award and recognition for your hard work.



## LOCAL PRESENTATIONS

If you selected to receive recognition and the congressional office is available, the congressional office will reach out to you directly to schedule a time to present your medal. Please make sure that you provide the National Office with your most updated contact information.

Please be patient as it does take time (4-6 months) to schedule presentations with members of Congress.

Some members of Congress hold quarterly or annual presentations while others present medals on a rolling basis. Our office does not have any control of the scheduling of presentations.



## GOLD MEDAL SUMMIT

Gold Medals are presented at an annual multi-day event in Washington, D.C. each summer.

If you are unable to attend the Gold Medal Ceremony, you may choose to have your Gold Medal presented locally or mailed directly to you after the summer event.

If you do not want your medal presented, you may indicate it on your Record Book while submitting. While you may not receive your medal for a few months, you may include your achievement on your resume and college/scholarship applications once approved.

# ADVISORS & VALIDATORS

Your Advisor and Validators should assist you in setting your goals in each program area and identifying appropriate activities for you to achieve those goals. They should monitor your progress in earning The Congressional Award and validate your hours and months once you have completed your activities.

Participants choose their own Advisors and Validators. Parents, relatives, and peers may not serve as Advisors or Validators. Appropriate Advisors and Validators include teachers, coaches, neighbors, club sponsors, etc.

## **ADVISOR (one per participant)**

1. Someone that you are comfortable with and who can help you identify goals and activities.
2. Once you have completed your activities and filled out your Record Book, your Advisor should review it with you. Your Advisor's validation form and comments will certify that you have completed all of the requirements and should be completed after all of your activities are completed for submission.
3. To change your Advisor, include your new Advisor's information on your next Record Book submission.

## **VALIDATORS (must have a validator for each goal)**

1. Once you have completed your hours and months in a particular goal, you should send the Validation form to your Validator to confirm your activities.
2. The Validator should be specific to the goal you are pursuing. For example, a coach may be an appropriate Validator for your Physical Fitness goals while a Volunteer Coordinator would be an appropriate Validator for your Voluntary Public Service goals.
3. If the majority of your activities for a particular goal are completed independently or with your family and you cannot identify a suitable Validator, your Advisor may serve as a Validator for those activities.

### **FIND A MENTOR**



Family Friend



Neighbor



Teacher



Coach



# ADVISOR/VALIDATOR CHECKLIST



## ADVISORS

- ✓ Review the requirements and guidelines with the participant.
- ✓ Assist the participant in setting goals for each program area that are personally challenging, achievable, measurable, and fulfilling.
- ✓ Help the participant identify appropriate activities and qualified Validators for each goal.
- ✓ Maintain periodic contact with the participant while they work toward their goals.
- ✓ If the participant needs to revise goals, assist in setting new goals and finding activities to achieve them.
- ✓ Upon completing the program requirements, ensure that the participant has completely and accurately filled out their Record Book and has obtained validation forms from each of their Validators.
- ✓ Complete the Advisor Validation form to confirm all of their goals and activities. You will receive this in an email. Remind the participant to make sure their Record Book has been saved at least once prior to submission. They can also download a PDF version of their submission for safekeeping afterward.
- ✓ Assist the participant in addressing any revisions.



## VALIDATORS

- ✓ Review the requirements and guidelines as provided in the Program Book.
- ✓ Discuss the specific requirement for the program area in which you will be working with the participant.
- ✓ Help the participant identify their starting level in a particular area of endeavor.
- ✓ Make certain the participant's goal is personally challenging, achievable, measurable, and fulfilling.
- ✓ Once the participant has met the activity requirements, review the appropriate documentation and complete the Submittable Validator Validation form, you will receive this in an email.



# YOUR JOURNEY STARTS HERE.

The United States Congress established Public Law 96-114: The Congressional Award Act on November 16, 1979, to recognize initiative, service, and achievement in young people.

Today, The Congressional Award remains **the highest honor** a member of the U.S. Senate or House of Representatives may bestow upon a youth civilian.

We hope that through your pursuit of this coveted honor, you will not only serve your community and sharpen your own skills, but discover your passions, equip yourself for your future, and see humanity through a new perspective.

**YOUR JOURNEY AWAITS.**







# 2024



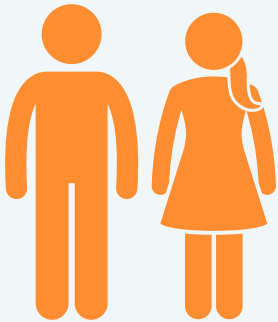
## BY THE NUMBERS

### AWARDS EARNED

# 6,986



1,391 BRONZE CERTIFICATES  
1,281 SILVER CERTIFICATES  
1,229 GOLD CERTIFICATES  
1,394 BRONZE MEDALS  
977 SILVER MEDALS  
724 GOLD MEDALS



# 7,310

### NEW REGISTERED PARTICIPANTS

## ACTIVITY HOURS

660,373 hours of **VOLUNTARY PUBLIC SERVICE**  
428,325 hours of **PERSONAL DEVELOPMENT**  
487,312 hours of **PHYSICAL FITNESS**

# 48,395

### ACTIVE YOUTH PARTICIPANTS



### ACTIVE CONGRESSIONAL DISTRICTS

# 440

# 47,358

### PARTICIPATING SCHOOLS

# 18,826

### ADULT MENTORS







# MAKE YOUR IMPACT

[www.congressionalaward.org](http://www.congressionalaward.org)

## CONTACT US



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