FOLLOW THESE STEPS

REGISTER FOR THE AWARD

Anyone between the ages of 13 1/2 and 23 may register for the Award.

SELECT AND WORK WITH AN ADVISOR

Any adult may serve as an Advisor with the exception of your parent, relative or peer.

Review program guidelines and the Record Book with your chosen Advisor.

Develop and log goals on corresponding record sheets after your Advisor's approval.

Select appropriate activities that will help you achieve your goals.

WORK TOWARDS ACHIEVING YOUR GOALS

The only deadline is your 24th birthday. Work at your own pace.

Remember you may have up to four different goals per level for Voluntary Public Service and two goals per level for Personal Development and Physical Fitness, respectively.

You may start at any level 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. It's your choice.

You must keep records of your activities to show your Advisor and Validators.

After accomplishing your goals for the level you are working towards, have your Validators and Advisors sign off on the completed Record Book pages.

SUBMIT COMPLETED RECORD BOOKS TO THE NATIONAL OFFICE

Submit all completed Record Books to:

The Congressional Award
P.O. Box 77440
Washington, DC 20013

Reviewing Record Books can take up to four weeks. Gold Medal Record Books may take up to eight weeks.

You will receive written notification of your approval or need for revisions.

REVISIONS

Follow instructions in the Revision letter from the National Office.

APPROVAL

Continue working towards the next level.

RECEIVE YOUR AWARD

If you achieve a Bronze, Silver or Gold Certificate, we will mail it directly to you. If you apply for and earn a higher medal, all lower medals and certificates will be mailed directly to you.

Bronze and Silver Medals are presented locally by a Member of Congress. Please be patient, as they often take months to arrange.

Gold Medals are presented annually in Washington, DC each June.