

## VOLUNTEER/COMMUNITY SERVICE GUIDELINES

Per Florida Statute 1009.534, in order to meet the Bright Futures requirement, a student must identify a social or civic issue or a professional area that interests him or her, develop a plan for his or her personal involvement in addressing the issue or learning about the area, and, through papers or other presentations, evaluate and reflect upon his or her experience. Except for credit earned through service-learning courses adopted pursuant to s. 1003.497, the student may not receive remuneration or academic credit for the volunteer service work performed. Such work may include, but is not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office. The hours of volunteer service must be documented in writing, and the document must be signed by the student, the student's parent or guardian, and a representative of the organization for which the student performed the volunteer service work. Students may do more than one service project. It is the students' responsibility to know the deadline for submission of volunteer service hours. Check with the Volunteer Service Coordinator at the high school for this information.

There is **NO** volunteer/community service requirement for graduation.

### What else you should know:

- Only activities performed during high school can be included. High school begins the summer after 8<sup>th</sup> grade is completed.
- All hours must be verified by the Volunteer Service Coordinator at the high school.
- If you are unsure if your volunteer service activity will count, check with the Volunteer Service Coordinator at your high school.
- Volunteer service hours will not be given for travel, meal, or sleep time during overnight events
- All volunteer service hours must be documented on the Approved School District of Manatee County Volunteer Service Verification Form or on company/organization letterhead, signed by the service supervisor. Parents/relatives may not be the service project supervisor
- Volunteer Service activity reporting must be detailed, to include the dates, times, activities performed and hours earned.
- Volunteer service hours will only be accepted when there is a responsible adult/supervisor on site to evaluate and confirm student performance.
- Business internships must be completed at a non-profit agency and may not be under the supervision or administrative leadership of a family member.
- Students must submit a written evaluation of the project.

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<b>*What may count:</b>	
Service for non-profit agencies Examples: <ul style="list-style-type: none"> <li>• Red Cross</li> <li>• Salvation Army</li> <li>• Meal-on-Wheels</li> <li>• Shelters</li> </ul>	Service work with churches Examples <ul style="list-style-type: none"> <li>• Mission trips</li> <li>• VBS (logistics, not teaching)</li> <li>• Nursery</li> <li>• Church sponsored projects that directly address a community need or social issue</li> </ul>
Nursing homes/hospitals	High school service club projects <ul style="list-style-type: none"> <li>• Organization of events that directly address a community need or social issue</li> </ul>
Animal shelters	Libraries
A business or governmental internship	activities on behalf of a candidate for public office
Participation in events that benefit members of the community	Volunteer service for charitable fundraising events: <ul style="list-style-type: none"> <li>• Race for the Cures</li> <li>• Relay for Life</li> </ul>

<b>*What will not count:</b>	
Court ordered community service	Donations <ul style="list-style-type: none"> <li>• Canned foods</li> <li>• Locks of Love</li> <li>• Blood donations</li> </ul>
Work that is compensated either financially or with some other material gain, including grades	Activities for the sole benefit of a religious house of worship and or it's congregation <ul style="list-style-type: none"> <li>• Praise team</li> <li>• Religious teaching</li> <li>• Community outreach</li> </ul>
Family related activities or service to family members (parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, included step relations)	Extra-curricular activity (school related and non-school related) requirements; <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Practices</li> <li>• Performances/games</li> <li>• Community theater rehearsals/performances</li> <li>• recitals</li> </ul>
Fostering animals in the home Hosting Foreign Exchange Students	Attendance at self-improvement workshops, training, conferences, competitions or travel
Babysitting	Job shadowing

\*This is not an all-inclusive list. Check with the Volunteer Service Coordinator at your school if you are unsure.

**Community/Volunteer Service Verification Form  
School District of Manatee County**

(This form must be completed and all signatures obtained prior to starting a volunteer service project.)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Title of project: \_\_\_\_\_ Date(s): \_\_\_\_\_

Sponsoring Club/Organization: \_\_\_\_\_

Service Project Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Issue Being Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Community Service Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Service Project Supervisor Signature

\_\_\_\_\_  
Volunteer Service Coordinator Approval

**IB Students Only:**

Please circle one:    Creativity                      Action                      Service

**Community/Volunteer Service Project  
Time Log and Evaluation**

This log must be completed each day of participation in the Volunteer/Community Service Project. Time will not be included unless verified by the project supervisor as confirmed by initialing the form where indicated. This form may only be submitted at the completion of the project.

DATE	Activity/Service Performed	START TIME	END TIME	TOTAL	Supervisor's Initials

**Evaluation**—Please describe below what you learned from your volunteer service project:

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Total number of hours earned: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Service Project Supervisor Signature

\_\_\_\_\_  
Volunteer Service Coordinator Approval