

### **Editable PDF**

The attached document is an editable form; meaning you may fill out the form with your computer and then print a copy. Simply insert the cursor in each blank you wish to complete. You may also download the form to your computer and complete it at a future time.

# CIRCLE CHRISTIAN SCHOOL

## Verification of Volunteer Service Hours for High School Students

1. In order for students to be eligible for Florida's *Bright Futures Academic Scholarship*, there is a requirement of 100 hours of community service and 75 hours for the *Medallion Scholarship*.
2. Circle encourages all high school students to be involved in serving others whether or not the hours are being accumulated for scholarship requirements. The CCS Volunteer Service Program is one way to become involved in group service projects while building relationships with other CCS students.
3. The hours can be accumulated for high school students during grades 9 - 12.
4. The volunteer service and hours must be recorded on the *Volunteer Service Report Form* and the *Student Volunteer Service Log*. These forms are available from the CCS academic / records office or may be downloaded from Circle web site.
  - a. The *Volunteer Service Report Form* is a record of specific information for each service project. (Make copies of the forms as needed for individual reporting purposes.)
  - b. The *Student Volunteer Service Log* is a summary of the accumulated hours.
5. The *Volunteer Service Report Form* should be maintained and kept in the student's portfolio for each type of service activity until the *Student Volunteer Service Log* of 75 hours has been completed. The service forms and the service log should then be submitted to the Academic Department for verification.
6. If a student transfers to another school before the completion of the volunteer service hours, the forms should be submitted to the Academic Department for verification. However, the school staff receiving the records will determine whether or not the hours will be accepted.
7. Fulfilling the requirements for 100 hours of volunteer service will not automatically earn the student a semester credit for Volunteer School and Community Service.
8. In order for the semester credit to be earned, the service plan, progress, grades, and hours must be recorded on the CCS monthly high school report, and the student must complete the following procedures:
  - a. identify and describe in writing a social problem or concern that can benefit from service and indicate the options for responding to the need for service;
  - b. develop a personal plan to address the identified school or community social problem or concern;
  - c. provide verification of a minimum of 75 hours of quality school or community service that addresses the problem or concern identified; and
  - d. submit the required forms, when completed, that document the implementation of the personal plan for service (*Volunteer Service Report Form* and the *Student Volunteer Service Log*) to the CCS Academic Department for review and acceptance.

# CIRCLE CHRISTIAN SCHOOL

## Volunteer Service Report Form

### Part A

Student's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Date of service \_\_\_\_\_

### Part B

Activity / Agency of Service \_\_\_\_\_

Address (if applicable) \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_ Title / Position \_\_\_\_\_

(This is the person who can verify the volunteer hours and quality of service, if requested. It is permissible for this person to be the CCS Volunteer Service Program sponsor.)

Total Number of hours of service \_\_\_\_\_ (Must be reported in no less than 30 minute increments.)

### Part C

(If you need more space to record your responses, continue on the back of this form.)

**INSPIRATION:** Briefly explain what motivated you to do your project. How did you come up with the idea for your activity? Who or what inspired you to begin your project? Why did you feel it was important?

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**EFFORT:** Briefly describe the effort required to do your project. What steps did you have to take to accomplish your goal? Did you recruit others to help or did you work with any local or national organizations? If yes, explain. What was the most difficult part of your project?

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**IMPACT:** Briefly describe what your project accomplished. Who benefited from your activity, and how? Did you meet your expectations? Will your project continue in the future?

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**PERSONAL GROWTH:** Briefly describe what you, yourself, received from this experience. What did you learn from your experience? Did you acquire any new skills? What was the most memorable part of this activity? Can you recall a specific incident that made you feel particularly good about your project? Explain. What would you tell other young people about your experience?

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

If the agency / contact person provides an evaluation of the student's service for this activity, attach it to this form.

# CIRCLE CHRISTIAN SCHOOL

## Student Volunteer Service Log

Student's Name \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Accumulated Hours from \_\_\_\_\_ to \_\_\_\_\_  
(Year) (Year)

### RECORD OF HOURS

The *Student Volunteer Service Log* provides month-by-month documentation from June prior to the student's freshman year through October 1st of the student's senior year. This section is to be filled in each time service is completed and should correlate with *Volunteer Service Report Forms*. Student volunteer service must be reported in no less than 30 minute increments.

Date	Hours Served	Agency/Activity	Name / Title / Signature

**TOTAL:**

It is the student's / parent's responsibility to maintain the verification of community service hours. When 50 hours are accumulated, submit this form to the CCS Academic Department to be included in the student's permanent record.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_