

Verification of Volunteer Community 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 volunteer 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 Community 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. Hours can be logged from the summer prior to their freshman year through October 1st of their senior year.
4. The volunteer community service and hours must be recorded on the **Volunteer Community Service Report Form** and the **Student Volunteer Community Service Log**. These forms are available from the CCS academic / records office or may be downloaded from Circle website.
 - a. The Volunteer Community 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 Community Service Log is a summary of the accumulated hours.
 - c. Name, Signature, and Title of Coordinator or Director are all required.
5. The Volunteer Community Service Report Form should be maintained and kept in the student's portfolio for each type of service activity until the Student Volunteer Community 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 community 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. Volunteer community service work hours **may not** be earned through:
 - a. An activity for which a student benefited financially or materially for the volunteer service worked
 - b. Family related activities or service to family members (ex. babysitting, completing assigned chores, etc.)
 - c. Donations, such as Locks of Love or giving blood
 - d. Service work that earns the student academic credit except for credit earned through an approved service-learning course
 - e. An activity where there is no responsible adult or supervisor on site to evaluate and confirm student performance
8. These forms are required for all Honors Diplomas. **Additionally, no Bright Futures Scholarships are awarded without it.**
9. Students may not earn credit for volunteer service. The state of Florida separated volunteer service from academic credit and this is no longer an option.

Volunteer Community 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 hours and quality of service. It is permissible for this person to be the CCS Volunteer Community Service Program sponsor.)

Total number of hours of service _____ (Must be reported in no less than 30 minute increments.)

Part C

Please type the answers to the questions below making a full page report that you will turn in with your documentation.

INSPIRATION FOR SERVICE: 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?

PLAN DEVELOPMENT: 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?

EVALUATION OF 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?

REFLECTION: 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?

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 the form.

