
SDMC Community/Volunteer Service/Paid Work Guidelines

Per Florida Statute 1009.534, in order to meet the Bright Futures requirement, a student must complete a program of volunteer service, or beginning with students graduating in the 2022-2023 academic year and thereafter, paid work, as approved by the district school board. Students must earn their volunteer service hours **OR** paid work hours, but not a combination of both. A student may identify a social or civic issue or professional area that interests them and develop a plan for their personal involvement in addressing the issue or learning about the area. The student must, through papers or other presentations, evaluate and reflect upon their volunteer service or paid work experience. Such volunteer service or paid 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/work 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/work, but cannot combine community service and work hours for credit. It is the student's responsibility to know the deadline for submission of volunteer service/work hours. Check with the Volunteer Service Coordinator at the high school for this information. There is **NO** volunteer/community service/work requirement for graduation. Students should review The 2022-2023 Bright Futures Student Handbook for additional information:

<https://www.floridastudentfinancialaidsg.org/PDF/BFHandbookChapter1.pdf>

What else you should know:

- Only activities performed during high school can be included. High school begins the summer after 8th 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/work activity will count, check with the Volunteer Service Coordinator at your high school.
- Volunteer service/work 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. Paid work hours must be documented by submitted paystubs. Parents/relatives may not be the service project/paid work supervisor.
- Volunteer Service activity reporting must be detailed, to include the dates, times, activities performed, and hours earned.
- Volunteer service/work hours will only be accepted when there is a responsible adult/supervisor on site to evaluate and confirm student performance. Contact information for the supervisor may be requested.
- 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 may complete service projects that do not fall under these guidelines, but those hours will not be included on the high school transcript. Students should keep records of those hours.

*Examples:	
Service for non-profit agencies: <ul style="list-style-type: none"> • Red Cross • Salvation Army • Meal-on-Wheels • Shelters 	Service work with churches: <ul style="list-style-type: none"> • Mission trips • VBS (logistics, not teaching) • Nursery • Church sponsored projects that directly address a community need or social issue
Nursing homes/hospitals	High school service club projects <ul style="list-style-type: none"> • Organization of events that directly address a community need or social issue
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"> • Race for the Cures • Relay for Life
Work at a job site that supplies/pay stubs	
*What will not count:	
Family related activities or service to family members (parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, including step-relations)	Donations <ul style="list-style-type: none"> • Canned foods • Locks of Love • Blood donations
OJT hours applied towards high school credit (hours above and beyond the OJT required for credit hours can be used as Paid Work Hours.	Activities for the sole benefit of a religious house of worship and or it's congregation <ul style="list-style-type: none"> • Praise team • Religious teaching • Community outreach
Attendance at self-improvement workshops, training, conferences, competitions or travel	Extra-curricular activity (school related and non-school related) requirements: <ul style="list-style-type: none"> • Meetings • Practices • Performances/games • Community theater rehearsals/performances • Recitals
Hosting Foreign Exchange Students	
Job shadowing	
Court ordered community service	
Fostering animals in the home	Babysitting/Lawn Mowing

*This is not an all-inclusive list. Check with the Volunteer Service Coordinator at your school if you are unsure. Paid work hours may only be included if they were earned July 1, 2022, and thereafter.