
SDMC Community/Volunteer 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 that a high school student devotes to the American Legion Boys State program, the American Legion Girls State program, or other similar programs approved by the commissioner shall count towards the service work requirement for the Florida Bright Futures Scholarship Program.

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 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 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. 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 must submit a written evaluation of the project.
- 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.

*What may count:	
Service for non-profit agencies Examples: <ul style="list-style-type: none"> • Red Cross • Salvation Army • Meal-on-Wheels • Shelters 	Service work with churches Examples <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
*What will not count:	
Court ordered community service	Donations <ul style="list-style-type: none"> • Canned foods • Locks of Love • Blood donations
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"> • Praise team • Religious teaching • Community outreach
Family related activities or service to family members (parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, including step relations)	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
<ul style="list-style-type: none"> • 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.

SDMC Community/Volunteer Service Verification Form

This form must be completed, and all signatures obtained prior to starting a volunteer service project. **KEEP COPIES FOR YOUR RECORDS**

Student Name:	Grade:	School:
Title of Project:	Sponsoring Club/Organization:	
Project Supervisor:	Supervisor's Phone Number:	

Social Issue Being Addressed (Select one):

<input type="checkbox"/>	Preservation of environment and protection of historical sites
<input type="checkbox"/>	Promotion of health, welfare, and safety in our community
<input type="checkbox"/>	Improvement of standard of living for residents of our community
<input type="checkbox"/>	Encouragement of the growth of arts in our community
<input type="checkbox"/>	Improvement and enrichment of the lives of the mentally and physically disabled of our community
<input type="checkbox"/>	Promotion of a quality of life for the senior citizens of our community
<input type="checkbox"/>	Provision of leadership, guidance, and activities for the youth of our community
<input type="checkbox"/>	Promoting animal welfare
<input type="checkbox"/>	Promoting literacy
<input type="checkbox"/>	Improving and enriching the lives of homeless and/or those living in poverty
<input type="checkbox"/>	Area of interest for future career/profession

IB Students Only: Please circle one:	Creativity	Action	Service
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Description of Community Service Project --identify activities/work that will be done as a part of this project and how it will address the issue selected above:

Student Signature

Parent Signature

Service Project Supervisor Signature

Volunteer Service Coordinator Signature

Volunteer Service Coordinator Use Only	
Date Verification form received: _____	Date request ___ approved/___ Denied: _____

SDMC 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.

Student's Name:		Title of Service Project:			
Date:	Activity/Service Performed	Start time:	End Time:	Total Hours:	Supervisor's Initials

Total Number of Hours Completed: _____

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

Student Signature

Parent Signature

Service Project Supervisor Signature

Volunteer Service Coordinator Approval

Volunteer Service Coordinator Use Only:	
Number of hours submitted to Registrar: _____	Date Submitted: _____