



# SDMC Guidelines for Community/Volunteer Service/Paid Work

Per Florida Statute 1009.534, in order to meet the Bright Futures requirement, a student must complete a program of volunteer service and/or paid work, as approved by the district school board. Students must earn 100 volunteer service hours and/or paid work hours. Approved work hours earned after June 27, 2022, may count towards fulfillment of hours.

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 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. 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 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.



Below are examples of potential service or work that would qualify and those that would not. Please check with your Volunteer Service Coordinator prior to starting any service/work to verify approval.

Would Qualify	Would Not Qualify
<ul style="list-style-type: none"> <li>• Direct service for non-profit agencies:               <ul style="list-style-type: none"> <li>◦ Red Cross</li> <li>◦ Salvation Army</li> <li>◦ Meals-on-Wheels</li> <li>◦ Shelters</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Family related activities or service to family members (parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, including step-relations)</li> </ul>
<ul style="list-style-type: none"> <li>• Medical facilities:               <ul style="list-style-type: none"> <li>◦ Nursing homes</li> <li>◦ Hospitals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Donations:               <ul style="list-style-type: none"> <li>◦ Canned foods</li> <li>◦ Locks of Love</li> <li>◦ Blood</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Government agencies:               <ul style="list-style-type: none"> <li>◦ Libraries</li> <li>◦ Internship for public office candidate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• OJT hours applied towards high school credit (hours above and beyond the OJT required for credit hours can be used)</li> </ul>
<ul style="list-style-type: none"> <li>• Service work with churches:               <ul style="list-style-type: none"> <li>◦ Mission trips</li> <li>◦ Vacation Bible School (logistics, not teaching)</li> <li>◦ Nursery</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Activities for the sole benefit of a church or other religious house of worship:               <ul style="list-style-type: none"> <li>◦ Praise team</li> <li>◦ Religious teaching (Sunday school)</li> <li>◦ Community outreach</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• High school service club projects (not meetings)</li> </ul>	<ul style="list-style-type: none"> <li>• Court ordered community service</li> </ul>
<ul style="list-style-type: none"> <li>• Volunteer for charitable events:               <ul style="list-style-type: none"> <li>◦ Relay for Life</li> <li>◦ Race for the Cures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Hosting foreign exchange students</li> </ul>
<ul style="list-style-type: none"> <li>• Work at a job that supplies pay stubs*</li> </ul>	<ul style="list-style-type: none"> <li>• Work at a job that does not supply a pay stub:               <ul style="list-style-type: none"> <li>◦ babysitting</li> <li>◦ lawn mowing</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Girl/Boy Scout service projects</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at self-improvement workshops, training, conferences, competitions, travel</li> </ul>
<ul style="list-style-type: none"> <li>• Participation in events that benefit members of the community</li> </ul>	<ul style="list-style-type: none"> <li>• Extra-curricular activities:               <ul style="list-style-type: none"> <li>◦ Community theater</li> <li>◦ Recitals</li> <li>◦ Performances/games</li> <li>◦ Practices</li> <li>◦ Meetings</li> </ul> </li> </ul>

\*work hours earned after June 27, 2022, may be counted