



## Seminole County Public Schools, Florida Student Volunteer Service Program Guidelines & Service Plan

### Program Purpose & Benefits

The SCPS volunteer service program empowers students to develop a sense of responsibility for others within their community as well as an understanding of the value of volunteerism and helping others.

Participation in the SCPS Volunteer Service Program includes the following additional benefits:

- Meet the volunteer service requirement in the Florida Bright Futures Scholarship program. The current requirement is 100 hours for Florida Academic Scholars (FAS), 75 hours for Florida Medallion Scholars (FMS), 30 hours for Florida Gold Seal Vocational Scholars (GSV), and 30 hours for Florida Gold Seal CAPE Scholars (GSC). See below for more information.
- Earn one-half (0.5) credit for successful completion of 75 approved hours of volunteer service.
- Demonstrate commitment to colleges, universities, and future employers.

### Bright Futures Eligibility

Florida law identifies the requirements for completion of a program of volunteer service work for the purpose of qualifying for Bright Futures scholarships:

"The student must complete a program of volunteer service work... The 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 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".

### Important Requirements

These guidelines must be followed to ensure that service hours will be approved:

1. The SCPS Student Volunteer Service Plan should be completed by the student and approved by the student's school prior to volunteering. This is the only way to guarantee that volunteer service hours will be accepted.
2. Volunteer service hours will not be accepted for any of the following circumstances:
  - Service for which a student benefits financially or materially for the volunteer service worked
  - Service completed by the student during school hours
  - Service completed by the student prior to promotion to 9<sup>th</sup> grade
  - Court-directed community service
  - Service that is a prerequisite for employment
  - Fundraising for a school-sponsored activity
  - Attendance at religious services, retreats, self-improvement courses, conferences or workshops
  - Service for family-related activities or service to family members
  - Unsupervised service
  - Service for which a student receives academic credit (except for credit earned through an approved service learning course)
3. Current seniors must submit the Volunteer Service Work Log prior to May 1 to be considered for the Florida Bright Futures award in the evaluation conducted following graduation.
4. Students may complete volunteer service at their own high school, but hours must be earned outside regular school hours.

## Volunteer Service Process

Students must follow these steps to earn service hours:

1. Identify a social or civic issue or a professional area of interest.
2. Contact an organization related to this topic and discuss options for volunteer service. Review the above limitations related to hours that will not be accepted.
3. Complete the SCPS Student Volunteer Service Plan below. Remember to include student, parent and supervising agency signatures.
4. Submit the application to the school's service coordinator for review and approval. Upon approval, the student will receive the SCPS Volunteer Service Work Log. It is the student's responsibility to maintain copies of all documents, including the signed community service application.
5. Begin volunteering and record hours on the SCPS Volunteer Service Work Log. It is the student's responsibility to record service hours.
6. At the conclusion of the required volunteer hours, the student must submit the original Volunteer Service Application, the Volunteer Service Log, and a one page reflective essay that includes why the topic and service site(s) were chosen, the duties performed, and what was learned/gained from the experience. One essay may address experiences at multiple sites.



## Volunteer Service Examples

The school district does not recommend or endorse any outside agency/organization/opportunity for volunteer service purposes. It is the responsibility of parents and students to identify, investigate, and select service opportunities. These types of groups have provided opportunities in the past for SCPS students:

Animal shelters  
Charities  
Community centers  
Elder care facilities  
Environmental cleanup  
Faith-based organizations  
Food banks  
Hospice  
Hospitals  
Libraries  
Mentoring organizations  
Museums  
Parks/recreation facilities  
Youth sports organizations  
Zoos



**SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA  
SCPS STUDENT VOLUNTEER SERVICE PLAN**

Florida Bright Futures Scholarships are based on specific academic requirements and volunteer service work hours earned in grades 9-12. The volunteer service work hours are as follows:

- Florida Academic Scholars Award (FAS)                      100 hours
- Florida Medallion Scholars Award (FMS)                      75 hours
- Florida Gold Seal Vocational Scholars Award (GSV)      30 hours
- Florida Gold Seal CAPE Scholars Award (GSC)              30 hours

**Students must submit this plan, and gain approval, prior to beginning volunteer service work hours.** The Volunteer Service Work Log will be given to the student once the plan has been approved. If at any time the volunteer service work changes, a new Plan MUST be submitted for review. The completed Volunteer Service Work Log must match the Plan.

Current seniors who would like to be considered for any of the Florida Bright Futures award levels at the seventh semester eligibility review should submit the Volunteer Service Work Log no later than the end of the 1<sup>st</sup> semester. Seniors who complete their volunteer service work hours during the eighth semester must submit the Volunteer Service Work Log by May 1 to be considered for the Florida Bright Futures award in the reevaluation conducted following graduation.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_ High School \_\_\_\_\_

Email Address \_\_\_\_\_

Student's selected social or civic issue or professional area of interest: \_\_\_\_\_

Service Organization(s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Describe the duties the student will perform: \_\_\_\_\_

Name of Contact Person agreeing to supervise student: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

We agree to the program requirements as explained on the SCPS Volunteer Service Program Guidelines & Applications document:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Principal or designee signature below indicates that this plan is approved:*

**Principal's (or Designee) Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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**Seminole County Public Schools  
Student Volunteer Service Program  
Approved Service Plan Log**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_ High School \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Student's selected social or civic issue or professional area of interest: \_\_\_\_\_

*It is the student's responsibility to maintain the verification of community service hours.  
Use multiple pages if necessary to document up to 100 hours.*

DATE	HOURS SERVED	ORGANIZATION	TITLE AND SIGNATURE OF VOLUNTEER COORDINATOR/DIRECTOR

**TOTAL HOURS:** \_\_\_\_\_

We certify that the above hours were completed after approval of an SCPS Student Volunteer Service Plan and that all of these hours meet the *SCPS Student Volunteer Service Program Guidelines*.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Principal or designee signature below indicates that the hours have been accepted and recorded:*

Principal's (or Designee) Signature \_\_\_\_\_ Date \_\_\_\_\_

**Seminole County Public Schools  
Student Volunteer Service Program  
Approved Service Plan Log**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_ High School \_\_\_\_\_

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