St. Johns County School District

Bright Futures Community Service Hours Guidelines

Florida Statutes 1009.534, 1009.535, 1009.536

The student may identify a social or civic issue or a professional area that interests him or her and, develop a plan for his or her personal involvement in addressing the issue or learning about the area. The student must through papers or other presentations, evaluate and reflect upon his or her 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 or paid 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 or paid work.

In alignment with the guidelines above, St. Johns County School District provides clarifying examples in this document of types of service that are and are not permitted. Each district reserves the right to determine what types of activities are acceptable (Bright Futures Handbook, Ch.1, pg.4) and may differ from surrounding districts. If the activity is determined ineligible for Bright Futures, the student can still add the service to their resume and note it for college admissions, scholarships, or professional skill building. **Bright Futures requires that hours must be submitted to the student's school counselor/designee no later than the student's high school graduation date. It is recommended the student submit their hours each year of high school or as they are completed.**

This table does not include all possible activities. The school principal is the final determiner of activity approval or denial if the service activity cannot be agreed upon.

Activities That Count	Activities That Do Not Count
Volunteering at a food pantry	Donating non-perishable foods
Activities on behalf of a candidate for public office, supervised by a non-relative with the campaign	Walking around in a neighborhood posting political signs with a family member
Teaching English skills to a foreign exchange student under the supervision of a non-relative, non-profit staff member	Hosting a foreign exchange student
Volunteering at an animal shelter under the supervision of a non-relative shelter staff member	Fostering an animal at home
Helping at a church carnival open to the public and free of charge, supervised by church staff	Helping at an event that is not fully open to the community, where people must pay to participate
Required training prior to a service activity (ex: Training on building a well prior to a mission trip where that will be done.)	Claiming hours for an activity that is required for academic credit or licensure (ex: First Aid/CPR, school course, school drama production where course credit is earned)

For home education students, submit hours to the district Home Education department, at HomeEd@stjohns.k12.fl.us during your last semester of completing your high school requirements.

Steps for Students to Complete Prior to Volunteering

- You may determine an area/topic in the community where you would like to make an impact.
- Research the types of volunteer activities available in your community. The district community service website lists local opportunities and community service guidelines for St. Johns County School District: https://www.stjohns.k12.fl.us/guidance/community-service/
- Contact the organization you are interested in volunteering with and determine 1) the steps to become a volunteer, 2) if they have volunteer openings for the dates/activities you are interested in, 3) who the contact will be to verify your hours and participation in the activity. *Note: Supervisor must be non-family member with organization who directly supervises the student during the activity outside of the home.*
- If you have a question regarding whether the service activity is acceptable or not, reach out to your school counselor or school community service hours designee.

Steps for Students to Complete During Volunteering

- Keep track of hours, dates, & activities completed during service to verify with whoever supervises you during your community service.

Steps for Students to Complete After Volunteering/Paid Work

- Have the supervisor of your service provide a signed letter on the organization's letterhead describing the type of service performed, who in the community the service benefited, and a description of the service event.
- For paid work, student will need to submit a copy of their pay stub to their counselor or designee.
- Make a copy of all completed forms for your records.
- Student provides letterhead and reflection log (attached) to the school counselor or designee with all required signatures included.

St. Johns County Student Community Service Plan

All non-optional lines on this form must be completed before the service plan is submitted for hours.

Student Name: _____ Student Number: _____

Date(s) of Service Activity/Work: _____

Social/Civic Issue/Professional Area Addressing with Service Activity (Optional):

_____

Service Organization/Business: _____

Description of Volunteer/Paid Work Activity:

_____

Reflection on Service Activity/Work

Attach the organization's letter on letterhead to this page for volunteer hours or a copy of your pay stub for work hours. Complete the reflection below and submit to your school counselor/designee by your graduation date. *Note: Ideally, students submit hours at least after each year in high school rather than saving them all until the end of high school.*

What impact did your service have on the social/civic issue/professional area that you identified (Optional)?

_____

_____

Identify one way the service activity/paid work could have been improved.

_____

What was your favorite part of volunteering/working?

_____

Would you recommend this activity/job to other students? Circle One: Yes No

I affirm that I have performed the service activity/job, meeting all requirements outlined in St. Johns County Community Service Guidelines. I understand that if I am found to have given false testimony about these hours that the hours will be revoked and endanger my eligibility for the Bright Futures Scholarship.

Student Signature: _____ Parent/Guardian Signature:_____