

## Bay District Schools: Volunteer Service Hours



In alignment with Florida Statutes [1009.534](#), [1009.535](#), [1009.536](#), Bay District Schools reserves the right to determine which types of activities are acceptable for volunteer service and paid work hours. Students and families should use this document as a guidance document with clarifying examples. 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. Each student should submit their hours each year of high school or as they are completed. Students can begin accruing volunteer service hours or paid work hours the summer before 9th grade begins.

*This table does not include all possible activities. The school principal or designee provides final approval for activities not on the approved list. Please reach out to your school counselor to receive pre-approval for any activities not listed here.*

Activities that count for volunteer service	Activities that do not count for volunteer service
<ul style="list-style-type: none"> <li>Volunteering at a food pantry</li> <li>Activities on behalf of a candidate for public office, supervised by a non-relative with the campaign</li> <li>Volunteering at an animal shelter under the supervision of a non-relative shelter staff member</li> <li>Volunteering for preservation of the environment and/or the protection of historical sites</li> <li>A business or governmental internship</li> <li>Working for a nonprofit community service organization</li> <li>Working to promote the health, welfare, or safety in the community</li> <li>Working to improve the standard of living for residents of our community</li> <li>Volunteering for the improvement and enrichment in the lives of the mentally and/or physically disabled in our community</li> <li>Volunteering to improve the quality of life for senior citizens of our community</li> </ul>	<ul style="list-style-type: none"> <li>Court Mandated Hours and Hours required as a result of school disciplinary action</li> <li>Donations at a food pantry or thrift store</li> <li>Hosting a foreign exchange student</li> <li>Fostering an animal at home</li> <li>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)</li> <li>Attending religious services or activities where you are a participant (i.e. youth group, worship service, or religious camp)</li> <li>Claiming hours for an activity that a student has performed during the school day (Co-Op, Service Learning course etc.)</li> </ul>

- Students must complete a program of **approved** volunteer service OR paid work
- Students must complete the total required number of volunteer service hours OR paid work hours.  
**Volunteer service and paid work hours cannot be combined to meet the requirement.**
- Students must **evaluate and reflect** upon each volunteer service or paid work experience through a paper or presentation.
- 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 that is a non-relative.

Bright Futures Award	# of Volunteer Service Hours Required	<b>OR</b>	# of Paid Work Hours Required
Florida Academic Scholarship	100		100
Florida Medallion Scholarship	75		100
Florida Gold Seal Vocational	30		100
Florida Gold Seal CAPE	30		100

### **Steps for Students to Complete Prior to Volunteering/Paid Work**

- 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.
- Contact the organization you are interested in volunteering with and determine the steps to become a volunteer:
  - Does the organization have volunteer openings for the dates/activities you are interested in?
  - Who is the contact that will need to verify your hours and participation in the activity?  
Note: Supervisors must be a non-family member with an organization who directly supervises the student during the activity outside of the home
- If you have a question regarding whether the volunteer hours are acceptable or not, reach out to your school counselor or school community service hours designee.

### **Steps for Students to Complete During Volunteering/Paid Work**

- Keep track of hours, dates, & activities completed during service
- Make sure the appropriate forms are filled out and signed
- Verify and get signatures with whoever supervises you
- Organize pay stubs for paid work

### **Steps for Students to Complete After Volunteering/Paid Work**

- Organize your forms and ensure they are signed and completed
- For paid work, submit a copy of your pay stub(s) to your counselor or designee
- Make a copy of all completed forms for your records
- Provide forms and reflection log(s) to the school counselor or designee with all required signatures included.

Students must complete the initial student Florida Financial Aid Application (FFAA) during their last year of high school. It is the student and parent/guardian responsibility to monitor your eligibility for Bright futures.



## Bay District Schools Volunteer Service or Paid Work Log

Students must submit their volunteer service or paid work hours to their school counselor or designee at the end of each school year. Please note, that the reflection form must also be completed and signed along with pay stubs submitted for paid work. Please complete a separate form/log for each volunteer service organization or business.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Service Organization/Business Name: \_\_\_\_\_

Phone Number for Service Organization/Business: \_\_\_\_\_

Supervisor Contact at Service Organization/Business: \_\_\_\_\_

Date of Activity	Activity Description	Hours Logged

\*Please add additional logs as needed.

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

I attest that the above named student has performed the hours of volunteer service or work service logged above.

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature below verifies that the log of hours and student evaluation/reflection documentation along with pay stubs have been received and approved.

Signature of School Counselor or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:  
 Date Entered in FOCUS:  
 Initials of Data Entry:  
 Prior Hours:  
 Hours Added:  
 Total Hours:

**Bay District Schools: Volunteer Service or Paid Work Form**



Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date(s) of Service or Work: \_\_\_\_\_

Service Organization/Business Name: \_\_\_\_\_

Phone Number for Service Organization/Business: \_\_\_\_\_

Supervisor Contact at Service Organization/Business: \_\_\_\_\_

Description of Volunteer Service or Paid Work Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reflection on Volunteer Service/ Paid Work Activity**

Complete the reflection below and submit it to your school counselor/designee at the end of each year.

What impact did your service/work have on the community? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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? Explain why.

\_\_\_\_\_

\_\_\_\_\_

Through this experience, what have you learned about yourself? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_