



The School District of Lee County Guidelines for Bright Futures Volunteer Service Hours

s. 1009.534, F.S.

Bright Futures Volunteer Service Hours Requirements by Scholarship Level

| Bright Futures Scholarship Service Hour Requirements | |
|---|------------------------------|
| Bright Futures Academic Scholar Award | 100 hours must be documented |
| Bright Futures Medallion Award | 75 hours must be documented |
| Bright Futures Gold Seal Award | 30 hours must be documented |

Requirements for students engaging in volunteer service hours

The high school student must be considered capable of representing the school well in the community site; be capable of participating in activities off-campus without the direct supervision of school personnel; be able to arrange their own transportation to and from the site.

Criteria for documenting volunteer service hours

- Student is required to obtain **prior approval** from his/her school counselor to ensure that the volunteer service site meets the criteria and that the student will receive volunteer service hours for volunteering
- Volunteer service work for the Bright Futures scholarship must be volunteer work and a student shall not receive remuneration or academic credit for such work
- Volunteer work may include, but is not limited to, a business or government internship, volunteering with a nonprofit community service organization, or activity on behalf of a candidate for public office
- All services are supervised by an approved adult representative of the agency
- The site does not involve direct supervision/ownership/operation by a family member, the presence of unsafe conditions, or the use of students for financial gain
- Service does not interrupt a student's regularly scheduled school day
- Service hours must be earned during grades 9-12 and must be completed by the conclusion of the last term of the student's senior year
- **Student is required to identify a social, civic issue, or a professional area of interest**
- **Student is required to develop a plan for personal involvement in addressing the issue or learning about the professional area, as well as evaluating and reflecting on such experience through papers or presentations**
- Florida law establishes accountability requirements for student volunteer work. Student volunteer service hours are required to be documented in writing and signed by the student, the student's parent or guardian, and a representative of the organization for which the student worked, including dates of service and activities.
- Organization documentation must be on agency letterhead stating student hours, dates of service and service activities

The service hours will be placed on the student's transcript after proper documentation and signatures have been received as well as the student's evaluating and reflecting on the experience through either a reflection paper or other type of presentation.

Bright Futures volunteer services hours that have been completed and validated using these guidelines as defined by s. 1009.534, F.S. will be posted on the District mainframe system and appear on the student transcript. Students are encouraged to document community service hours for purposes other than the Bright Futures scholarship on their personal resumes or portfolios and these hours shall not be posted on the District mainframe system or appear on the student transcript.

VOLUNTEER SERVICE AGREEMENT

Student: Please complete this Volunteer Service Agreement including required signatures and return to your school counselor for **pre-approval** prior to beginning any volunteer service activities.

_____ will allow _____ to donate service hours to the
(Service agency) (Student name)

above named organization for the purpose of gaining experience in providing service to the community.

In accordance with s. 1009.534, F.S., the participants agree to the following:

I. THE SERVICE AGENCY AGREES TO:

- Assign the student to a mutually agreeable schedule that does not interfere with the student's regularly scheduled school day
- Document the student's attendance
- Provide any appropriate observation and/or training
- Provide documentation letter on agency letterhead that indicates the volunteer service hours which is signed by the student, the student's parent or guardian, and a representative of the organization for which the student worked, including dates of service and activities

II. THE STUDENT AGREES TO:

- To identify a social, civic issue, or a professional area of interest
- Develop a plan for personal involvement in addressing the issue or learning about the professional area, as well as evaluating and reflecting on such experience through papers or presentations
 - **Please attach plan to this document for approval (form provided)**
- Serve the assigned service agency in order to receive training and volunteer experience
- Adhere to all rules and regulations of the organization and always act in ethical manner
- Participate in any required training sessions. Develop knowledge and skills necessary to provide effective service to the organization and its clients.
- Be responsible for providing own transportation to and from the site, as necessary
- Be punctual and attend all scheduled hours

III. FINAL CONSIDERATIONS:

- Volunteer service work for the Bright Futures scholarship must be volunteer work and prohibits any student from receiving remuneration or academic credit for such work
- Final paper or presentation evaluating and reflecting on community/volunteer service performed is required

Signatures of Agreement:

Student signature: _____ Date _____

Parent signature: _____ Date _____

Site Supervisor: _____ Date _____

Address: _____ Phone: _____

School Counselor/Designee signature: _____ Date _____

VOLUNTEER SERVICE PROPOSAL

Student Information:

Date: _____

Last Name: _____ **First Name:** _____ **M.I.** _____

Student Identification Number: _____ **High School:** _____

Description of volunteer service activity:

Students are required to develop a plan for personal involvement in identifying and addressing a social, civic issue, or a professional area of interest. Please write or type this plan in the space below or attach the document to this form.

Student signature: _____ Date _____

Parent signature: _____ Date _____

School Counselor/Designee signature: _____ Date _____

VOLUNTEER SERVICE FINAL REFLECTION/PRESENTATION

Student Information:

Date: _____

Last Name: _____ **First Name:** _____ **M.I.** _____

Student Identification Number: _____ **High School:** _____

Student reflection of volunteer service performed:

Students are required to evaluate and reflect on the volunteer service experience through a paper or presentation. Please provide final document for committee review using the space below or attach the document to this form. The student reflection may be in the form of an essay, presentation, or infographic.

Student signature: _____ **Date** _____

Parent signature: _____ **Date** _____

School Counselor/Designee signature: _____ **Date** _____

Note: *In addition to submitting the reflection paper or presentation, the student shall also submit documentation on agency letterhead stating student hours completed, dates of service and service activities. Upon approval, school counselor shall place these signed documents into the student's cumulative folder (Category B Curriculum—yellow folder).*