Community/Work Service Guidelines

Student ID #:	Student Name:	
School Name:		Graduation Year:

Please note: This is not the application for Bright Futures scholarships. Students must complete the initial student Florida Financial Aid Application (FFAA) during their last year of high school. To find out how to qualify for a Bright Futures scholarship, go to https://www.floridastudentfinancialaidsg.org/

Revised Bill HB461 modifies the eligibility requirements for the Bright Futures Scholarship Program to include an option for students to use paid work hours **in lieu of or in combination with** volunteer hours to qualify for a scholarship. Specifically, students graduating in the 2022-23 academic year and thereafter may qualify for a Florida Academic Scholars, Florida Medallion Scholars, Florida Gold Seal Vocational Scholars, or Florida Gold Seal CAPE Scholars award through volunteer hours specified in law (Florida Statutes 1009.534, 1009.535, 1009.536), and/or through 100 hours of paid work.

The paid work hours must meet the requirements for volunteer hours, including documentation in writing of paid work hours and a student evaluation and reflection upon his or her volunteer service and/or paid work experience. The bill also makes it optional for a student to identify a social or civic issue or a professional area and develop a plan for personal involvement or learning about the area.

In alignment with the guidelines above, Orange County Public Schools is providing 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) which may differ from surrounding districts.

If the activity is determined ineligible for Bright Futures, the student may 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 designee has the final determination 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
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)

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For students choosing to volunteer

Prior to volunteering:
- Determine an area/topic in the community where you would like to make an impact and indicate below.

__Animal Welfare	__Community Engagement	__Domestic Violence
__Elder Care	__Environmental Protection/Recycling	__Healthcare
__Human Rights	__Mental/Physical Challenges/Disabilities	__Mentoring/Education
__Poverty/Hunger/Homeless	__Promoting a Healthy Lifestyle	__Protection/Safety
__Public Office	__Other, please specify: _____	

- Research the types of volunteer activities available in your community.
- Contact the organization with whom you are interested in volunteering to 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: Supervisors must be non-family member with the 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, reach out to your school counselor or school community service hours designee.

During volunteering:
- Keep track of hours, dates, and activities completed during service to verify with your community service supervisor.

After volunteering:
- Provide completed reflection log (attached) to the school counselor or designee with all required signatures included.
- Make a copy of all completed forms for your records.

For students choosing to work

After paid work:
- Students need to submit a copy of their pay stub(s) to their counselor or designee.
- Provide completed reflection log (attached) to the school counselor or designee with all required signatures included.
- Make a copy of all completed forms for your records.

School Community/Work Service Designee - Please place the original in the student's cumulative folder.

Students – Please keep a copy of the completed form that has been signed and approved for your records.

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Community/Work Service Log and Reflection

Student ID #:	Student Name:	
School Name:		Graduation Year:

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

Description of Volunteer/Paid Work Activity:
_____

Service Organization/Business	Date(s) of Service Activity/Work	Contact Name	Signature of Contact	Hours Completed
Total:				

Reflection on Service Activity/Work (attach additional pages if necessary):
Attach a copy of your pay stub for work hours if applicable. 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.

By signing below, I certify that all information on this document is true and correct. 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: _____ Date: _____

Parent Signature_____Date: _____

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