



High School Community Service Volunteer Program: **APPLICATION AND APPROVAL FORM**

NOTICE: A completed application form must be submitted to and approved by your school's High School Guidance Counselor PRIOR to starting volunteer service. Hours completed before application and written approval will not be accepted.

Student Name: _____ N Number: _____

School: _____ Graduation Year: _____

Street Address: _____

City: _____ Zip code: _____ Phone: _____

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Email: _____

High School Community Service Procedures

1. Complete application form. All information and signatures are required.
2. Bring completed form to guidance to obtain written approval. Written approval from the guidance department is required **PRIOR** to beginning community service hours. Hours completed before graduating 8th grade or before procuring signature of approval from the guidance department will not be accepted.
3. Once you have written approval from the guidance department on your application, you must obtain Time Log forms from the guidance department and then begin volunteering at the approved agency/organization.
4. Record volunteer hours **only** on the Time Log form provided by the guidance department. When recording hours, record each day of volunteering and have agency representative sign as approval and verification of hours.
5. Upon completion of a minimum of 75 hours, fill out form #3 (front and back) and submit the entire packet for final review and approval.
6. Approved hours will be entered onto your office high school transcript.

High School Community Service Regulations

1. High School Community Service Hours may be performed **only** at non-profit 501(c)3 and select other agencies/organizations approved by the HSCS Program Manager and from which you receive no monetary compensation. Court-mandated community service hours are not applicable. Please review **Form #1 Attachment A: What Qualifies as Community Service?**
2. "Community" is defined as the **Sarasota County area** only.
3. Certain activities at your school or a place of worship may not qualify. The High school guidance counselor will help you identify which activities at your school or place of worship will qualify as community service. Religious activities and mission trips do not meet the criteria.

4. If your pre-approved community service activity is volunteering at a Sarasota County public school, you also must register for approval in *PALS Count*, the school district's volunteer system. This registration automatically prompts a student records check. Prior behavior, attendance, and/or academic problems may disqualify you from volunteering in the schools. Disqualification from school volunteering does not disqualify you from community service at other pre-approved agencies/organizations.
5. Each 75 hours of community service qualifies you to earn one ½ credit of a high school elective credit. A maximum of two ½ credits can be earned--a total of 150 hours of community service.
6. If seeking a Bright Futures Scholarship Award, the level sought determines the number of community service hours required. Florida law requires that each Bright Futures Scholarship Award candidate qualifying for an award completes the required amount of community service. Bright Futures information is available at www.FloridaStudentFinancialAid.org. Although community service is NOT a graduation requirement, Pine View School requests that each student complete at least 100 hours of community service.
7. In order to have community service hours posted on the high school record and count for Bright Futures, the hours must be earned, approved and submitted prior to high school graduation.
8. **According to Florida Child Labor Laws, you are limited to eight (8) hours of community service within a 24-hour period.**

I am applying to complete my community service volunteer hours at the following specific

Organization(s)/Agency(ies)

Community Service Activity

I have read and understand the High School Community Service procedures and regulations to earn community service credits and agree to comply.

Student Applicant Name (please print)

Student Applicant Signature

Date

I have read and understand the High School Community Service procedures and regulations and give permission for my child to complete community service volunteer hours at the organization(s)/agency(ies) for the Community Service Activity listed above.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

I approve this application for volunteering at organization(s)/agency(ies) listed above.

High School Guidance Counselor – PRINT NAME

High School Guidance Counselor- Signature

Date

**Form #1: High School Community Service Application &
Approval Form**

ATTACHMENT A: *What Qualifies as Community Service*

**ONLY UNPAID HOURS PERFORMED IN THE SARASOTA COUNTY AREA AND
APPROVED BY THE HSCS PROGRAM MANAGER QUALIFY**

Volunteer hours performed before graduating 8 th grade.	NO
Any qualifying hours after graduating 8 th grade (including the summer prior to the start of 9 th grade).	YES
Most volunteer opportunities at non-profit or government entities.	YES
Volunteering at a non-profit agency in place of a paid staff member.	NO
Internship with a for-profit business/agency.	NO
Reporting 8 hours or less of community service within a 24 hour period.	YES
Reporting more than 8 hours of community service within a 24 hours period.	NO
Helping at your parent's/other family members'/friend's place of employment without pay.	NO
Participating during religious services (e.g., alter server, choir, band, acolyte, teaching class, AV support)	NO
Volunteering with a place of worship outside religious services (e.g., nursery, office, community service project).	YES
Religious mission work or camp, summer Bible school, or travel outside Sarasota County area.	NO
School sponsored sports that lead to earning a letter.	NO
Participation required to be a team, club, group, or band member including but not limited to team manager, hydration support, etc.	NO
Rehearsals or practices as a part of a team, club, group, or band including but not limited to plays, chorus, etc.	NO
Participating with team, club, group, or band in a community service project or outreach event for which attendance is not mandatory (e.g., scouts, 4-H, etc.).	YES
Volunteering at retirement or assisted living facilities conducting enrichment or entertainment activities.	YES
Playing as a member on a sports team at a local county park or community sports team.	NO
Coaching, scorekeeping, refereeing for a non-profit team outside the school system (e.g., Little League, Crew, Redskins).	YES
Supporting political campaigns of any know or working at voting precincts.	NO
Meetings for clubs, scouts, 4-H, organizations, etc.	NO
Serving as a teacher's aide or assistant during your own school hours.	NO
Tutoring/mentoring elementary, middle, or high school students before or after your own school hours.	YES

What qualifies as community service hours?

The following opportunities can be used for community service hours:

- 1) Qualifying hours after graduation from grade 8 -summer before grade 9.
- 2) Agencies that can grant hours: most nonprofit, most faith based organizations (not during religious worship or studies), or most government agencies
- 3) Can only report up to 8 hours of service during a day.
- 4) Can volunteer with a church in the nursery, office, community outreach-not within the religious service
- 5) Participation with team, club, band in a community service project or outreach event where attendance is not mandatory.
- 6) Volunteering at an assisted living facility or nursing home conducting enrichment activities or entertainment for seniors.
- 7) Coaching, scorekeeper, referee for a little league team-not paid
- 8) Volunteering after school or at an elementary or middle school.

The following are NOT to be used for community service hours:

- 1) Volunteer hours performed before graduating from grade 8.
- 2) Volunteering at a non-profit agency in replacement of a paid staff member.
- 3) Volunteering with a for *profit* business.
- 4) Helping at a relative's place of business without pay.
- 5) Volunteering during a church service -choir, band, altar server
- 6) Church mission camp or teaching bible studies.
- 7) School sponsored sports or teams.
- 8) Any required participation in a team, club, group or band-such as rehearsals and practices.
- 9) Playing on a team or band.
- 10) Any political campaigns.
- 11) Meetings for clubs such as 4-H, scouts, etc.
- 12) Teacher assistant during the school day.