



Community Service or Paid Work Hours Record
 Okeechobee High School
 2800 HWY 441 N. Okeechobee, FL 34972 Phone (863) 462-5025

PLEASE REVIEW VOLUNTEER HOURS GUIDELINES ON REVERSE BEFORE COMPLETING THIS FORM

Student Name: _____ Current Grade: _____

Name of Non-Profit or Approved Organization: _____

Identified Civic or Social Need: _____

Student Reflection on Service or Work Hours Completed: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____

Volunteer/Work Hours Supervisor Signature: _____

Paid Work Hours are documented through dated Check Stubs. (Attach to this form)

Log Volunteer Hours ONLY Using this Chart

Date	Start Time	End Time	# of Hours	Duties
			Total:	

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Steps to Document the Bright Futures Volunteer Service Work Experience:

1. Qualifying sites for approved volunteer hours may only be completed at a non-profit (501-C) entity; for-profit business or sites do not qualify for volunteer service hours, even if the student does not receive pay for service.
2. The Community Service Record should be provided to the agency site prior to a student volunteering.
3. Log the service work hours on the Community Service Record form. The agency or organization contact person or supervisor must sign this documentation.
4. Submit the completed Community Service Record form. Turn the form into the high school volunteer service work designee during the same school year that the service hours were completed.
5. The completed forms will be entered into the student record within the online Student Management System (Skyward).
6. Seniors who would like their completed volunteer service hours to post for the Bright Futures Early Evaluation must have their Community Service Record form submitted to the high school by the end of the first semester of the senior year.
7. All volunteer paperwork must be completed, signed, and submitted prior to graduation.
8. School Principals have the final authority to approve student volunteer service
9. Finally students must complete a reflection page outlining the following in compliance with the Florida Bright Futures handbook (page 4): *“student must identify a social or civic issue or professional area, develop a plan for personal involvement in addressing the issue or learning about the area, and through papers or other presentations, evaluate and reflect upon the experience.”*

What Hours Cannot Count for Bright Futures Volunteer Service Work Hours?

1. Court mandated community service
2. An activity for which a student benefited financially or materially for the volunteer service worked
3. Family related activities or service to family members (ex. babysitting, completing assigned chores, etc.)
4. Service work authorized by a parent at an otherwise approved location/activity
5. Religious activity which can be interpreted as proselytizing (definition: to advocate, promote or attempt to convert (someone) from one religion, belief, or opinion to another.) This *does not* include religious education or service.
6. Donations, such as Locks of Love or giving blood
7. Service work that earns the student academic credit (except for credit earned through an approved service-learning course).
8. An activity where there is no responsible adult or supervisor on site to evaluate and confirm student performance.
9. An activity that occurs during the student’s regular school hours.
10. Service completed at a for-profit business or organization (ex. volunteering at a business where you are not getting paid)

If you have any further questions please see the volunteer service work designee at the high school for clarification.