



**COLLIER COUNTY PUBLIC SCHOOLS  
Volunteer/Community Service Documentation**

Prepared by  
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in cooperation with CCPS Directors of Guidance

10/30/06

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**Information about Volunteer/Community Service Hours**

- Seventy-five (75) hours must be documented for the
  - CCPS Laureate Program
  - Bright Futures Academic Scholar's Award
- Recommended for local scholarships and other awards
- Can be documented by either:
  - Successfully completing the Volunteer Course (0500370) or
  - Documenting 75 hours using the requirements and criteria listed below

**Requirements for documenting volunteer/community service hours**

- 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/community service hours**

The student must:

- Obtain prior approval from his/her school counselor to ensure that the community service site meets the criteria and that the student will receive community service hours for volunteering.
- Volunteer services to a local non-profit community agency that meets the following guidelines:
  - All services are of an altruistic nature, unpaid, and not for personal gain
  - All services are supervised by an approved adult representative of the agency
  - Service does not interrupt a student's regularly scheduled school day
  - Service must be completed by the last Term of the student's senior year
  - The site is related to service, humanitarian/caring, or community needs and does not involve:
    - promotion of or direct relationship to religious or political activities
    - direct supervision/ownership/operation by a family member
    - the presence of illegal substances or unsafe conditions
    - the use of students for financial gain
- Obtain documentation of service hours from the site supervisor, on agency letterhead, of student hours, dates of service and service activities

**The service hours will be placed on the student's transcript  
after an evaluation is completed by the School Counselor**

**COMMUNITY SERVICE AGREEMENT**

Student: Please complete this Community Service Agreement including required signatures and return to your counselor for approval.

\_\_\_\_\_ will allow \_\_\_\_\_ to  
(service agency) (student name)

donate service hours to their organization for the purpose of gaining experience in providing community service.

THE SERVICE AGENCY AGREES TO:

1. Assign the student to a **mutually agreeable schedule**
2. Document the student's attendance
3. Provide any appropriate observation and/or training.
4. Provide a brief documentation letter on agency letterhead to school, noting student's service hours, dates, and duties.

THE STUDENT AGREES TO:

1. Serve the assigned service agency in order to receive training and volunteer experience.
2. Demonstrate an interest in the experience and cooperate with all persons involved.
3. Adhere to all rules and regulations of the organization and always act in ethical manner.
4. Participate in any required training sessions. Develop knowledge and skills necessary to provide effective service to the organization and its clients.
5. Be responsible for providing own transportation to and from the site, as necessary.
6. Be punctual and attend all scheduled hours (see above). In the event of illness or emergency, notify the organization and the teacher as soon as possible.
7. Maintain an accurate record of hours served.

Signatures of Agreement:

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Site Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Hours donated to the above named organization have been approved for community service.

\_\_\_\_\_ (counselor)

\_\_\_\_\_ (date)