

COLLIER COUNTY PUBLIC SCHOOLS

Volunteer/Community Service Documentation and Guidelines

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 will:

- Volunteer services to a local non-profit community agency that meets the following guidelines:
 - All services are unpaid, altruistic in nature, 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 and return this documentation to the counselor**

**The service hours will be placed on the student's transcript
after the Guidance Counselor evaluation**