

JUPITER COMMUNITY HIGH SCHOOL COMMUNITY SERVICE TIME LOG



NAME _____ STUDENT NUMBER _____ GRADE _____

GUIDELINES: Community service is defined as non-paid volunteer work with a non-profit agency.

- Students may begin accumulating service hours as early as the summer prior to entry of the 9th grade year. ● Service should benefit the community at large. Working solely for an individual will not be acceptable. ● Hours must be documented in writing, either on this form or on a letterhead from the organization being served. ● Parents cannot sign to verify their child’s participation in a community service activity. ● Time spent organizing and collecting canned goods, clothing, or book drives for a community in need does qualify as community service. ● Service on behalf of a candidate for public office can be considered community service. ● Fostering animals for a non-profit animal organization will be given 4 hrs a day. ● You won’t get credit for more than 8 hours in a given day. Each hour counts as ONE hour.

The following are examples that would NOT COUNT as community service: ✗ Rehearsal time for participation in a fine arts or performing arts program. ✗ Practice time for sports and band. ✗ Club meetings to organize community service activities. ✗ Donating canned goods or items to gain community service hours.

Date	Hours	Non-Profit Organization	Service Performed	Supervisor’s name and signature	Phone #

*Note: 20 hours are required for graduation and parking decals. Hours required for FL Bright Futures Scholarship (Academic scholar/ AICE Diploma)=100, Medallion=75 and Gold Seal=30. An award is presented for 100+ hours earned per school year from April 1st - April 1st. **You must turn in your log to the Guidance Office two weeks before the first of April.** Plan ahead. Community Service Hours take approximately 2 weeks to be processed and to appear on your transcript. If the form is not completely filled out or the guidelines are not followed, your hours may be delayed further.*

Hours are reported utilizing the Honor Code: I pledge, on my honor, that I have reported legitimate community service hours.

TOTAL HOURS _____ STUDENT’S SIGNATURE _____ (Please keep a copy of this form for your records)

COMMUNITY SERVICE GUIDELINES

Students of the School District of Palm Beach County are required to obtain a minimum of 20 community service hours to graduate from high school. Students must complete community service hours between successful completion of Grade 8 and by high school graduation. Community service is also a requirement for many scholarships (i.e., Bright Futures) and college entrance programs. The purpose of community service is for students to engage in activities that help them develop an appreciation for the concept of service to the school or community. The following guidelines must be followed to participate in activities that are considered acceptable for community service:

Community service is defined as non-paid volunteer work with a non-profit agency.

- Students may begin accumulating service hours as early as the summer prior to entry of the Grade 9 year.
- Service should benefit the community at large. Serving solely for an individual will not be acceptable.
- Hours must be documented in writing, either on a common community service log (generated by the school) or on letterhead from the organization being served.
- Parent notification of the community service requirement is necessary. A school-generated notice will include the necessity of parental knowledge/supervision while students are engaged in community service activities.
- Students who do not have access to community service opportunities must be provided opportunities on the school campus. It is the student's responsibility to alert the School Counseling Department that he/she is in need of school access to community service.
- Time spent organizing and collecting canned goods, clothing, or book drives for a community in need does qualify as community service. • Service on behalf of a candidate for public office can be considered community service.
- Fostering animals for a non-profit animal organization will be given no more than 4 hours a day.
- Community service may include, but is not limited to, a business or governmental internship, work for a non-profit community service organization, or activities on behalf of a candidate for public office.

The following are examples that would **not count as community service**: • Rehearsal time for participation in a fine arts or performing arts program. • Practice time for sports and band. • Club meetings to organize community service activities. • Donating canned goods or items to gain community service hours. Parents cannot sign to verify their child's participation in a community service activity. The documentation of the number of hours and dates of service must be signed by the student, the student's parent or guardian, and a representative of the organization for which the student performed the volunteer work. Schools should have the community service hours entered into the student's electronic records within two weeks of submission.

For Bright Futures Requirements ONLY • Students must earn either the required volunteer service (using the criteria described above) OR beginning with high school students graduating in the FY23 academic year and thereafter, paid work hours, but not a combination of both. • Volunteer service hours and paid work hours may not be hours that benefitted the student financially or materially while in the service of family members defined as: parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, including step relations. • The agencies where the volunteer service hours or paid work hours were earned, must provide on agency letterhead documentation, the number of hours and dates of service or paid work completed. Where a letter cannot be obtained, students may submit a copy of their pay stubs. • Reflection: The student must, through papers or other presentations, evaluate and reflect upon their volunteer service or paid work experience. • Students may begin accumulating paid work hours as early as Friday, July 1, 2022. • Paid work may include, but is not limited to, a business or governmental internship, work for a non-profit community service organization, or activities on behalf of a candidate for public office.

Parents cannot sign to verify their child's participation in a community service activity. Schools should have the community service hours entered onto the student's electronic records by 2 weeks after submission.



For more information and Community Service Opportunities visit our website:

https://hs.palmbeachschools.org/students_parents/counseling_guidance/community_service