

**Student Progression Plan**  
 Revised May 21, 2008  
 from Section VI. High School Education, Course of Study

**H. COMMUNITY SERVICE PROGRAM**

There are three parts of the Community Service Program. Any hour volunteered may count for any one or all three parts of the program. Service hours will be indicated on student's permanent record.

Seniors must complete an application before March 1 of their senior year.

Hours must be completed before the last day seniors attend classes.

- Special permission must be obtained from the Senior Director of High School for summer school graduates to complete hours after the last day for seniors.

Information and applications may be obtained from the High School Community Service Coordinator and <http://www.polk-fl.net/communityrelations/comserve.htm>.

**1. THE FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

The Florida Academic Scholar Award is the only scholarship under the Bright Futures Program that requires 75 hours of community service.

Students wishing to meet the Florida Academic Scholar Award requirements must serve 75 hours of community service between grades 9-12. They must complete the Community Service Plan that describes the social problem being served, the plan for personal involvement and a final evaluation of the volunteer experience.

**2. HIGH SCHOOL CREDIT**

High school students may receive one-half credit (for each 75 hours served) in a voluntary public service elective course (05003700) or in a voluntary school/community service course (21043300). A maximum of one credit can be earned.

**3. AWARDS**

Seniors will receive the highest award they earned.

	<b>Type of Award</b>	<b>Service Commitment</b>
<b>Annual Awards</b>	Certificate	10-49 hours served
	Certificate with embossed seal	Beyond 50 hours served
<b>One Time Award</b>	Silver Pin	100 hours served
<b>Graduation Awards</b>	Medallion and Silver Cord	Accumulation of 250 or more hours served during grades 9-12
	Exceeding Expectations Medallion	<u>Accumulation 1000 or more hours served during grades 9-12.</u>

<b>Hours That Can Be Counted</b>	United Way agencies, nonprofit agencies, Special Olympics, school volunteer programs, Chambers of Commerce, political action, nursing homes, hospitals, museums, libraries, service club activities that provide benefit to the community.
<b>Hours That Can Be Counted with approval</b>	elderly and disabled persons, service that helps churches address social problems (F.S.1009.534;1009.537), symphony and community theater

<b>Hours That Cannot Be Counted</b>	regular meeting times for extra-curricular activities and clubs, Saturday School or any detention/work detail, court ordered service, time served in the Executive Leadership Program and Exploratory Teaching Program, church activity related to worship and evangelization, school music or dramatic productions when used for credit, service performed for pay, service related to armed services recruitment requirements, babysitting, for profit organizations, veterinarian and physician's offices
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### **Required Forms**

Student Forms:

- Student Application/Parent Approval
- Record of Volunteer Service Hours
- Community Service Plan (credit and Bright Futures only)

Coordinator:

- Verification of Hours Served in Community Service

### **Procedures**

Registration:

1. Before serving hours, students register by completing the Student Application and Parent Approval Form and submitting it to the high school Community Service Coordinator.
2. Guidance counselors will direct students seeking credit or participating in the *Florida Bright Futures Scholarship Program* for the *Academic Scholars' Award Program*.
3. Application must be made before March 1 of the student's senior year.
4. Student forms are available at <http://www.polk-fl.net/communityrelations/comserve.htm>.
5. School coordinators have authority to verify or deny hours served.
6. Code of Conduct and School Board rules apply while the student is performing community service hours.
7. The principal of the school has the authority to dismiss a student from the Community Service Program.

Serving Hours:

1. Students may serve hours during the summer preceding the 9<sup>th</sup> grade year if a student has registered and completed required forms.
2. Service hours earned during regular school hours require prior approval from the Community Service Coordinator.
3. Family members may not sign off on hours served.
4. Service to individuals must be conducted through and be verified by an eligible agency.

Agency Requirements:

1. Agencies register on [www.sweatmonkey.com](http://www.sweatmonkey.com). Students download agency registration and submit to the high school Community Service Coordinator.
2. Agency staff sign off on the completed Record of Volunteer Service Hours form.