



# STUDENT VOLUNTEER SERVICE APPLICATION AND APPROVAL FORM

PART A

*To be completed by student volunteer - PLEASE PRINT OR TYPE*

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Usual Method of Transportation: \_\_\_\_\_

Student Pledge: *I agree to fulfill the duties and time commitments as listed in the agency job description including training sessions and to provide adequate notice if I am unable to meet my commitments. I also agree to adhere to the roles and procedures of the agency which I am volunteering.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PART B

*To be completed by agency volunteer coordinator/director or individual supervising the project - PLEASE PRINT OR TYPE*

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Operating Hours: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/position: \_\_\_\_\_

Days and hours scheduled for the student Volunteer: \_\_\_\_\_

Brief description of the job(s) to be performed by the student: \_\_\_\_\_

Certificate of Insurance on file: \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PART C

*To be completed by parent/guardian - PLEASE PRINT OR TYPE*

I give permission for \_\_\_\_\_ to serve as a volunteer for the agency/project indicated above on the stated days and for the stated hours.

I understand that he/she will be making a valuable and needed contribution to our community. I also understand that he/she will not receive monetary compensation for his/her services.

We have accident insurance with \_\_\_\_\_ (name of insurance company) which will cover my son/daughter/ward in the event of injury while engaging in this activity. I will assume responsibility for expenses incurred as the result of any injury my son/daughter might suffer while participating in this activity. If an injury occurs in the policy, it is my responsibility to notify the school's principal or Student Volunteer Service Program coordinator.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PART D

*To be completed by Student Volunteer Service Program Coordinator - PLEASE PRINT OR TYPE*

For hours to be awarded in an attempt to earn a Silver Cord, the Commitment Service Application and Approval Form must be completed and submitted to the school's Student Volunteer Program Coordinator at least 10 school days prior to the starting date of the activity described in Part B.

Student Volunteer Service Program Coordinator Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

# STUDENT VOLUNTEER SERVICE PROGRAM

## Volunteer Hour Log Sheet

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_ **Graduation Year:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

Name of Organization with which or for which the service is being performed: \_\_\_\_\_

Please Note:

1. Submitting this log sheet to the Student Volunteer Service Program Coordinator does not mean that the hours indicated on it will automatically be applied to the Student Volunteer Service Program. All volunteer hours are subject to verification.
2. If service hours indicated on this sheet are with or for an organization not sponsored by the school, they will not count in the Student Volunteer Service Program unless you have a copy of the Student Volunteer Service Application and Approval Form signed by the Student Volunteer Service Program Coordinator.
3. Students should make a copy of this form before it is submitted and keep that copy for their records.

Date	Activity or Task Performed	Time In	Time Out	Total Hours Worked	Contact Person's Signature	Telephone Number
<b>Total Hours Volunteered (State in hours and minutes not fractions)</b>						

## **Service Learning Student Volunteer Service Program**

The purpose of the Service Learning Graduation Requirement and the Student Volunteer Service Program is to acquaint high school students with the need to become participating agents of change by providing service to both their school and community.

### **Service Learning is defined as:**

An educational method by which participants learn and develop through active participation in service that is conducted in and meets the needs of a community. Service learning is coordinated with a school or community service program and with the community. It is integrated into and influences the lifelong learning of a participant and includes structured time for the participants to reflect on the service experience.

Service learning teaches the skills of civil participation and develops an ethic of service and civic responsibility. Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic, charitable and governmental organizations and school campuses.

Service Learning and Volunteer Service Program is divided into three tiers.

**Tier I** Service Learning Hours required for graduation.

**Tier II** Service hours required to meet **the** Bright Futures Initial Eligibility Requirements.

**Tier III** Volunteer Service Hours required earn a silver cord at graduation.

### **Community Service Approval Form**

This form is available from the Student Volunteer Service Program Coordinator and should be filled out completely and submitted prior to undertaking any service that is not directly connected or sponsored by with a school recognized club or organization. (This form can be downloaded from this website) By submitting this form in advance a student can determine if an activity will count before undertaking that activity.

A student does not need this form if he/she is participating in a service activity undertaken by a school-sponsored club, class or organization of which he/she is a member. Please note, however that not all projects undertaken by school clubs and organizations count for service hours. **There are instances in which Community Service Approval Form must be turned in before service hours will be accepted by the school.**

**Tier I**  
**The Service Learning**  
**Graduation Requirement**

Community involvement is critical to success in education. Student participation in community service activities builds an awareness of society and a connection between classroom and real world issues. Service Learning is a method through which students learn about and develop a commitment to addressing needs in their communities.

Service Learning hours, as a graduation requirement, provide students with the opportunity to develop a long lasting sense of responsibility to society.

**Students, who wish to earn a Standard Diploma, must meet the graduation requirement of 40 documented service learning hours. Students should be encouraged to use their service learning experiences as discussion or written topics whenever appropriate as a part of class assignments.**

**Tier 1-40 Hours**  
**Guidelines Specific to the 40 Hour Service Learning Requirement**

1. All high school students seeking a Standard Diploma are required to participate in the program.
2. Service performed over the summer or performed as part of an organization that is not a school sponsored club or organization must meet Service Learning Guidelines to earn Service Learning hours.
3. All Service Learning Hours must be documented on the Volunteer Service Record Log Sheet. Log Sheets can be downloaded from this website. Log Sheets must be returned to the Service Learning Coordinator. Students must retain a copy of this form for their records. Students may start earning Service Learning Hours as soon as they are promoted to ninth grade.

**Tier II**  
**Service Requirement to Qualify for**  
**Florida Bright Futures Scholarships)**

Volunteer Service is one of the qualifications for the Florida Bright Futures Scholarship Program. These hours could include a combination of the Service Learning required hours and hours earned for the Student Volunteer Service Program.

1. Hours earned as part of the Student Volunteer Service Program must be documented on the Volunteer Service Record Log Sheet and must comply with rules of that program.
2. The student must give copies of the log sheets required to verify service hours for the Florida Bright Futures Scholars Program Scholarship to his/her guidance counselor.
3. The number of hours required to qualify for each of the Florida Bright Futures Scholarship Programs are as follows:

Gold Seal Vocational Scholars – 30 hours (This requirement will be met by Broward County’s 40 hour graduation requirement)

Florida Medallion Scholars – 75 hours

Florida Academic Scholars – 100 hours

### **Tier III**

#### **The Student Volunteer Service Program**

All students who have earned a total of 250 Volunteer Service Hours may receive a silver cord to wear at commencement. An adjustment to the 250 total hours required to receive a silver cord should be made for students who enter the Broward County Public Schools after their freshmen year.

#### **The Volunteer Service Record Log Sheet**

Hours earned as part of the Student Volunteer Service Program must be documented on the Volunteer Service Record Log Sheet. These forms must be submitted to the Student Volunteer Service Program Coordinator. Students should turn in Service Records regularly and should keep a duplicate copy of all forms for their records.

#### **Tier III-250 Hours Guidelines specific to the Silver Cord Program**

#### **General Guidelines for The Student Volunteer Service Program**

1. All services must comply with the policies of the School Board of Broward County, Florida.
2. Student volunteer service hours may be earned in both the school and or the community
3. Services for which a student or an organization that a student belongs to receives financial/ or other substantial compensation will not be counted. This would include revenues from ticket sales or donations. For example, participation in a car wash sponsored by a club would not count as community service. An exception to this guideline would be if the organization is donating the profits (less expenses) to a bonafide charity. Another example, the school chorus puts on a performance at which admission is charged and all of the proceeds less the cost of cleaning their uniforms is donated to a charitable organization. Volunteer service that is a “prior condition to employment” will not count.
4. Participation in and travel to theatrical musical performances, festivals or community events will count as service hours if both (a) and (b) below are met:
  - A. The performance meets an identified community service need.
  - B. The performance is not a fundraiser for the organization nor the student is paid, or receives academic credit. For example, students participating in the Florida Youth Orchestra or school bands/ orchestras may receive hours for performing at a retirement home, charitable and civic events or for a non-profit agency.

5. A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. For example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a drama club production and earn service learning hours.
6. Rehearsal and practice time will count for volunteer service projects to be performed or conducted specifically to meet a community service need.
7. Service learning hours documented for community service as part of non-credit granting workshops, programs or conferences will count as volunteer service.
8. Fundraising activities for non-profit charities will count as volunteer service hours as long as the activity complies with Broward County School Board Policies 6206 and 6208 and providing the student is not volunteering for an organization that benefits the school (i.e. a booster club fundraiser). For example, a high school student government may hold a candy sale and donate all of the profits to the Miami Project to Cure Paralysis. However, the conduct of the project including depositing the money in the school account must be in accordance with School Board policies. Service hours may not be earned based on the amount of funds raised or products sold.
9. Volunteering at events or programs sponsored by governmental agencies will count. For example, students serving as an usher at public institutions such as the Broward Center for the Performing Arts or Coral Springs City Center are eligible to receive service learning hours.
10. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.
11. Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a doctor, lawyer or dentist only when "pro bono" work is being performed. For example, if a doctor volunteers to give physical examinations to school athletes, a student may assist and earn service hours.
12. Service performed on staff at non-profit athletic or music camps for no financial compensation will count as volunteer services hours.
13. Time out of class may not be used for hours, however a maximum of five (5) volunteer hours per week can be earned by participation in an organized, supervised and approved peer tutoring program in which the tutoring takes place when school is in session. However, the tutoring sessions cannot take place during any of the tutor's academic classes.

14. Service hours will be awarded for students volunteering on political and issue campaigns. To receive service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive service learning hours for volunteering on the political campaign of a school board employee or in school board elections. Students are not eligible to receive service learning hours for campaigning or being engaged in political activities during the school day and on school campuses.
15. Students may receive volunteer hours for helping at religious institutions as long as those hours do not include participation in a religious service, teaching religion or proselytizing. For example, a student is not eligible for service learning teaching Sunday school, singing in the choir or serving as an altar server. However a student may receive service hours for assisting in landscaping, clean up days or volunteering in the day care center. In addition, students serving as teen aides (i.e. copying materials, walking kids to bathrooms, assisting with supervision) are eligible for service learning credit as long as the student is not teaching religious studies.
16. In general, service rendered directly to a for profit institution or organization will not count. Volunteering at a "For Profit" summer camp does not qualify for service learning. Please note that the collection of a fee does not determine the "Not For Profit" status. The State of Florida issues a 501(c)(3) certificate to "Non Profit" organizations.
17. Service Learning Hours shall not be granted to students who volunteer at for profit summer camps. Students who volunteer at governmental sponsored or not for profit summer camps shall be eligible to receive Service Learning Hours for their work.
18. Service for a student's family or family business will not count.
19. Service performed as the result of disciplinary action taken by the school or the courts will not count.
20. Participation in campus or competitive activities such as athletics, plays, debate meets, etc. will not count.
21. Service performed as an academic requirement, other than that performed as part of the approved volunteer service learning courses will not count.
22. Babysitting, or similar services, performed for an individual family, will not count. Babysitting services for school related activities will count.
23. Volunteer hours may not be certified by a family member or fellow student
24. Service hours will not be awarded for any in kind or monetary donations of any kind including canned food collections, toy collections, etc. For example, a service hour value cannot be established for the donation of a specific number of cans of food. The time spent collecting the cans of food (as long as it does not occur during the school day) can count.

25. The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs.
26. Participation in self-improvement workshops, clinics, conferences or conventions will not count for volunteer hours. If workshops, clinics, etc. have a specific service component, the hours spent on that activity can count.
27. Hours spent helping others (not family members) in disaster preparations or clean up may count. In this instance the Prior Approval form may be waived. A letter from the parent or guardian indicating that the volunteer service was performed with their permission must be submitted with the log sheet. For example, students volunteering their time to assist neighbors in putting up and taking down hurricane shutters will count towards service learning.
28. A student may receive service hours credit for the time donating blood at an off-campus facility or after school. Donation of blood during the student's school day does not qualify for service learning. However, a student who donates blood at a church/synagogue blood drive is eligible for service learning credit.

### **Appeals Process**

If a student's volunteer hours have been denied by the school based Student Volunteer Service Coordinator the student may appeal that decision to the Department of Student Activities and Athletics. The appeal must be in writing and a copy of the Log Sheet referencing the hours in question must be attached. The letter must contain a telephone number and address at which the party initiating the appeal can be reached.