

**Service Learning for High School Students**  
**Point of contact at Marjory Stoneman Douglas HS**  
**John V. Navarra**  
**(754) 322-2150 ext 3069**  
[john.navarra@browardschools.com](mailto:john.navarra@browardschools.com)

## **Volunteer Service Hours made easy**

- **Service Learning/Volunteer Service must:**
  - Meet the needs of a community
  - Be coordinated with a school or community service program and with the community
  - Teach the skills of civil participation and develop an unequaled standard of service and civic responsibility
  - Be on a voluntary basis to public, nonprofit agencies, civic, charitable and governmental organizations and school campus
  
- **Service Learning and Volunteer Service Program is divided into three tiers:**
  - **Tier I – 40 Hours** - Service Learning Hours required for graduation
  - **Tier II – 75 hours** - Service Learning and Volunteer Service Hours required to qualify for the Florida Academic Scholars Program (one of the Bright Futures Scholarships)
  - **Tier III – 250 hours** - Volunteer Service Hours required to earn the silver cord at graduation.
  
- **General Guidelines**
  - **Rule of thumb:** Service rendered directly to a “for profit” institution or organization will not count
  
  - **Service Hours will only be granted when:**
    - Meeting an identified community service
    - Events or programs are sponsored by governmental agencies, e.g. students serving as an usher at public institutions such as the Broward Center for the Performing Arts or Coral Springs City Center
    - Activities organized by profit making or non-profit organizations to address a community service need
    - Performed for day care centers, retirement homes, and animal hospitals

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- Performed for a doctor, lawyer or dentist when “**pro bono**” work is being performed.
  - Service is performed on staff at non-profit athletic or music camps for no financial compensation
  - 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. (maximum of five (5) volunteer hours per week)
  - Volunteering on political and issue campaigns however, students cannot be paid, or for a school board employee or in school board elections
  - Helping at religious institutions as long as those hours do not include participation in a religious service, teaching religion or proselytizing.
  - Babysitting services for school related activities
  - Helping others (not family members) in disaster preparations or clean-up
  - Donating blood at an off-campus facility or after school
- **Service Hours will not be granted when:**
- For a fundraiser for the organization, however 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).
  - It is for payment
  - It is for academic credit
  - It is during school hours except as stated above
  - Paid for volunteering on political and issue campaigns
  - Campaigning for a school board employee or in school board elections

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- Campaigning or being engaged in political activities during the school day and on school campuses
  - For profit summer camps (i.e. Sagemont, American Heritage, Pine Crest)
  - Performed for student's family or family business
  - It is a result of disciplinary action taken by the school or the courts
  - In participation in campus or competitive activities such as athletics, plays, debate meets, etc
  - Babysitting, or similar services, performed for an individual family
  - Certified by a family member or fellow student
  - Performed for self-improvement i.e., workshops, clinics, conferences or conventions
- **Procedure for completing volunteer service**
- For off-campus events and agencies complete a Student Volunteer Service Application and Approval Form these can be obtained from Main Guidance or Room 505
  - Have the form approved by the Student Volunteer Service Coordinator, Mr. Navarra, in room 505, before or after school
  - After completing volunteer hours, log hours on the Service Learning Record-Graduation Requirement log sheet. (Tier I or II/III)
  - After making copies turn-in Student Volunteer Service Application and Approval Form and Service Learning Record-Graduation Requirement log sheet to Student Volunteer Service Coordinator in room 505.
  - Make sure student's name, number, and graduation year is printed clearly
  - For service on the school campus the Student Volunteer Service Application and Approval Form not required.

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- **Appeals Process**

- If a student's volunteer hours have been denied by the school based Student Volunteer Service Coordinator
- Student may appeal in writing to the Department of Student Activities and Athletics, Michael H. Roland, PO box 5408, Fort Lauderdale, FL 33310, [Michael.roland@browardschools.com](mailto:Michael.roland@browardschools.com) . 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.