



# The School District of Lee County

## Guidelines for Bright Futures Volunteer Service and Paid Work Hours

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To access an award through the Bright Futures program, a student must complete a program of volunteer service hours OR paid work hours, as approved by the school district (Florida Statute 1009.534).

Bright Futures Volunteer Service Hour Requirements by Scholarship Level		
Bright Futures Award	Volunteer Service Hours	Paid Work Hours
Bright Futures Academic Scholar Award	100 hours	100 hours
Bright Futures Medallion Award	75 hours	100 hours
Bright Futures Gold Seal Vocational Award	30 hours	100 hours
Bright Futures Gold Seal CAPE Scholars Award	30 hours	100 hours

### Requirements for students engaging in volunteer service hours

Volunteer service is an altruistic, uncompensated volunteer effort that benefits the community and/or special populations. The high school student must 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.

### How do I ensure that my volunteer service hours will be accepted?

- Students must complete the Volunteer Service/Paid Work Hours Work Plan and submit it for approval to the Volunteer Service Designee (school counselor) at the school site **prior to beginning** the service.
- Students should keep copies of **all** documentation that is submitted to the school.
  - Student volunteer service hours are required to be documented on the district log sheet, signed by the student, the student's parent or guardian, accompanied by organization documentation on agency letterhead stating student hours, dates of service and service activities.
- Students shall evaluate and reflect upon their experience through papers or other presentations.
- Projects done during the summer before beginning 9th grade will be considered **after student has been promoted to 9<sup>th</sup> grade and if a Work Plan is submitted and approved by the high school the student plans to attend.**
- Students must perform the service during **non-school** hours.
- **All volunteer service hour documentation must be submitted by the school's graduation date.**

### Hours not acceptable for Volunteer Service:

- Family-related activities or service to family members, defined as: parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, including all step relations.
- Hours that are compensated either financially or with some other material benefit (including grades).
- Court mandated community service.
- Service for the sole benefit of a religious house of worship and/or its congregation. Activities sponsored by these organizations that benefit the community (mission trips, community cleanup events, vacation bible school) are acceptable for Bright Futures.
- Co-curricular activities that are course requirements.
- An activity where there is no leader or responsible adult on site to evaluate and confirm student performance.
- Donations (ex. blood, Locks of Love, monetary contributions)



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### **What is paid work experience?**

- Employment completed through a business with an established Federal ID number.
- Work hours completed during high school that are properly documented via pay stubs.

### **How do I ensure that my paid work hours will be accepted?**

- Students must complete the Volunteer Service/Paid Work Hours Work Plan and submit it for approval to the Volunteer Service Designee (school counselor) at the school site **prior to beginning** the work hours.
- Students should keep copies of **all** documentation that is submitted to the school.
  - Student work hours are required to be documented on the district log sheet, signed by the student, the student's parent or guardian, accompanied by pay stubs from a business with an established Federal ID number.
- Students shall evaluate and reflect upon their experience through papers or other presentations.
- Students must perform the hours during **non-school** hours.
- Work hours must be earned during grades 9-12.
- **All paid work hours documentation must be submitted by the school's graduation date.**

Volunteer service and paid work hours may not be combined for the purpose of meeting Bright Futures requirements.

**Bright Futures volunteer service hours or student work hours that have been completed and validated using these guidelines as defined by s. 1009.534, F.S. will be posted on the District student information system and appear on the student transcript.** Students are encouraged to document volunteer service hours for purposes other than the Bright Futures scholarship on their personal resumes or portfolios and these hours shall not be posted on the District student information system or appear on the student transcript.

School District of Lee County  
Bright Futures Scholarship Volunteer Service or Paid Work Plan



Name: \_\_\_\_\_ Student # \_\_\_\_\_ Grade: \_\_\_\_\_

**Florida Bright Futures Scholarships are based on specific academic requirements, and volunteer service or paid work hours earned in grades 9-12. Students are required to fully review and follow the Bright Futures Volunteer Service/Paid Work Hours requirements.**

**Students must submit their work plan for planning purposes.** If at any time the volunteer service or paid work plan changes, a new plan should be submitted for review.

Current seniors who would like to be considered for any of the Florida Bright Futures award levels at the seventh semester eligibility review should submit the Volunteer Service/Paid Work Log no later than the end of the 1<sup>st</sup> semester. Seniors who complete their volunteer service or paid work hours during the eighth semester must submit the Volunteer Service/Paid Work Log **prior to graduation** to be considered for the Florida Bright Futures award in the reevaluation conducted following graduation.

This Plan is being submitted for:

- Volunteer Service Hours                       Paid Work Hours

**Section 1 - Identify a social issue, a civic issue, or a professional area of interest:**

\_\_\_\_\_

**Section 2 – Name of agency (or agencies) where volunteer service or paid work is to be performed:**

\_\_\_\_\_

**Section 3 – Type(s) of volunteer service or paid work to be performed:**

\_\_\_\_\_

**Section 4 – Method of self-evaluation of service or paid work experience:** The intent of this section is to determine the method students will use to reflect upon the service work or paid work experience. Students consider the difference they have made in their community and/or the life-long learning skills of planning, organization, collaboration, and leadership they have acquired.

- Presentation                       Personal response essay

**Signatures** - Student and Parent Signatures below indicate that student and parent understand that:

- Student may only earn volunteer service or paid work hours in Grades 9-12 (summer before 9<sup>th</sup> grade is acceptable after student has been promoted). Paid work hours are acceptable starting July 2022.
- Transportation to and from outside agencies and/or organizations is the responsibility of the family.
- I understand that volunteer service or paid work hours may not be earned through:
  - Family-related activities or service to family members, defined as: parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, including all step relations.
  - Service work that earns the student academic credit (except for credit earned through an approved service-learning course).
  - Court mandated community service.
  - Service for the sole benefit of a religious house of worship and/or its congregation. Activities sponsored by these organizations that benefit the community (mission trips, community cleanup events, vacation bible school) are acceptable for Bright Futures.
  - Co-curricular activities that are course requirements.
  - An activity where there is no leader or responsible adult on site to evaluate and confirm student performance.
  - Donations (ex. blood, Locks of Love, monetary contributions)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Principal or designee signature below indicates that the student has presented an appropriate Volunteer Service/Paid Work Plan for meeting the volunteer service or paid work requirement of the Bright Futures Scholarship Program.*

Principal's (or Designee) Signature \_\_\_\_\_ Date \_\_\_\_\_

**School District of Lee County**  
**Bright Futures Scholarship Volunteer Service or Paid Work Hours Log**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Expected Graduation Year \_\_\_\_\_

**The hours listed below are:**

- Volunteer Service Hours (signed letter on agency letterhead must accompany completed log) ***OR***
- Paid Work Hours (pay stubs from a business with established Federal ID number must accompany completed log)

Date	Number of Hours Worked	Task Performed (Brief Explanation)	Community Agency, School Agency, or Organization	Title/Signature of Supervisor and Phone Number
<b>Total Hours</b>				

**Student Statement. I understand that:**

1. It is my responsibility to maintain this log of hours.
2. I may only earn hours after a Work Plan form has been completed and reviewed.
3. I may only earn hours for Bright Futures in Grades 9-12.
4. I understand that volunteer service hours may not be earned through:
  - Family-related activities or service to family members, defined as: parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, including all step relations.
  - Hours that are compensated either financially or with some other material benefit (including grades).
  - Court mandated community service.
  - Service for the sole benefit of a religious house of worship and/or its congregation. Activities sponsored by these organizations that benefit the community (mission trips, community cleanup events, vacation bible school) are acceptable for Bright Futures.
  - Co-curricular activities that are course requirements.
  - An activity where there is no leader or responsible adult on site to evaluate and confirm student performance.
  - Donations (ex. blood, Locks of Love, monetary contributions)

**I verify that this log is a true and accurate record of my volunteer service or paid work hours and the additional required documentation is submitted with this signed log.**

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_