



Steps to Document the Bright Futures Community Service Experience:

1. Contact the agency or organization for an interview to discuss the social issue, civic issue or professional area of interest and develop a plan of action.
2. Complete the **Community Service Plan** after developing a plan of action making certain to include all necessary signatures.
3. Submit the Community Service Plan to the community service designee at the high school for approval.
4. Log the community service work hours on the **Community Service Hours Log**. The agency or organization contact person or supervisor must sign this documentation after each logged entry.
5. Submit the completed Community Service Hours Log along with a presentation, journal, personal response essay or other method of self-evaluation of the community service work to the high school community service program designee.
6. The completed forms shall be placed in the student's official cumulative file at the high school and the community service work hours will be documented on the student's official high school transcript.
7. Seniors who would like their completed community service hours to post for the Bright Futures Early Evaluation must have their Community Service Hours Log submitted in to high school by the end of the first semester of their senior year.
8. All community program paperwork (Community Service Plan and Community Service Hours Log) must be completed, signed, and submitted annually by April 15th for student award ceremony recognition and prior to the Senior's last day for hours to be updated on their final transcripts.

What Hours Cannot Count for Bright Futures Community Service Program Hours?

1. Court mandated community service
2. An activity for which a student benefited financially or materially for the volunteer service worked
3. Family related activities or service to family members (ex. babysitting, completing assigned chores, etc.)
4. Religious activity which can be interpreted as proselytizing (definition: to advocate, promote or attempt to convert (someone) from one religion, belief, or opinion to another.) This does not include religious education or service.
5. Donations, such as Locks of Love or giving blood
6. Service work that earns the student academic credit (except for credit earned through an approved service-learning course).
7. An activity where there is no responsible adult or supervisor on site to evaluate and confirm student performance.



Examples of Volunteer Service Work Opportunities:

- American Cancer Society
- American Diabetes Association
- American Heart Association
- American Lung Association
- American Red Cross
- Big Brother/Big Sister
- Elder Care facilities
- Environmental Cleanup
- Goodwill Industries
- Habitat for Humanity
- Hospital
- Hospice
- Humane Society
- Leukemia and Lymphoma Society
- March of Dimes
- Meals on Wheels
- Make a Wish Foundation
- Race for Cure
- Salvation Army
- Special Olympics
- Tutoring
- Volunteer Polk
- United Way
- YMCA

Note: This is not an all-inclusive list but rather just a list of agencies that have provided opportunities in the past and is provided for your convenience. The school district neither endorses, guarantees, nor makes any representation regarding the listed agencies; parents and adult students are strongly encouraged to investigate the agencies and make their own personal decisions regarding the sites.