

Document Community Service Hours

Students must use the Verification of Community Service form provided by Duval County Public Schools to document all volunteer hours for Florida Bright Futures Scholarship eligibility.

1. Students will itemize each date of volunteer service, even if the hours served were to work on one project. Date of service must include month, day, and year, as indicated in the Verification of Community Service form. Hours approved cannot exceed 12 hours per day without PRIOR School Counselor approval.
2. Each date of service requires a Verifier's Signature. Written verification by way of an original letter written on organizational letterhead is acceptable with original signature IF the letter includes dates of service, total hours, and itemization of service performed by date. Students may attach such letter to the completed verification form. Students may write "see attached" in place of verifier's signature.
3. Each community service entry must be complete and legible. This is a permanent record and Duval County Public Schools will keep the student's original document(s) with signature(s). Students should make a copy of all records prior to submitting them to the school counseling office.

Hours Not Acceptable for Community Service

- Family related activities or service to family members
- Hours compensated financially
- Hours tied to school activities where grades, extra credit or awards are involved (including athletics)
- Court adjudicated service hours
- Service for the sole benefit of a religious house of worship and/or its congregation. Some activities sponsored by these organizations that benefit the community **may be** acceptable for Bright Futures (eg: working in a soup kitchen, community cleanup events, community health fairs, community dances or festivals, clerical support for social service activities)
- Donations (eg: Locks of Love, blood)
- Hosting or housing a foreign exchange student
- Fostering an animal in the home

Submit Your Documentation of Hours to Your School Counselor

All Florida Bright Futures Community Service hours must be approved by a DCPS school counselor.

1. Students may begin earning Florida Bright Futures community service hours in the summer prior to entry into grade nine.
2. Each student must complete and submit for approval by his/her school counselor all Florida Bright Futures community service hours prior to the student's graduation date. Florida Bright Futures will not allow students to submit community service hours after graduation.
3. Seniors who want their community service hours to post for the Bright Futures Early Evaluation must have their hours turned in to the school counseling office by the end of the first semester of their senior year.
4. An adult must verify all volunteer hours. Verifiers may not be a relative or step family member of the volunteer.
5. Approved community service documentation will be placed into the student's cumulative folder. Students should make copies of all documentation prior to submitting it to the school counseling office.
6. Community service hours earned by students prior to enrolling in a DCPS school, eg. Home Education, private school, and transfer students can be used for Florida Bright Futures if:
 - such hours meet the criteria established as appropriate for Florida Bright Futures service in Duval County Public Schools and
 - the student can provide documentation and signed verification of the hours. All community service hours must be itemized on the Verification of Community Service form for school counselor approvals.

For more information please visit the School Counseling Department : www.duvalschools.org