

COMMUNITY SERVICE VOLUNTEER GUIDELINES & INFORMATION 2019-2020

WHAT?

- Community Service: when a student identifies a social or civic issue, or professional need in the community (such as poverty, hunger, children, elderly, environment, education), develops a personal plan to reach out to the issue, then evaluates and reflects upon the experience. This is the type of service needed for students who plan to apply for Bright Futures scholarships.
- Volunteer Service: assisting where needed but not necessarily addressing a social issue; then reflecting upon the experience. This is the type of service that has been used predominately on the FCA campus.
- Both types of service hours are acceptable for FCA's graduation requirement and transferrable as well for Bright Futures. Please note that while there is no longer a requirement for students to divide their service hours into "On and Off Campus," the allowable service projects and hours and the deadline for reporting those hours has changed. As you read over the lists, you may see that some areas listed in the past are no longer considered voluntary community service under this program.

WHY?

- To support FCA's mission statement - "Changing our Culture and Community for Christ" – and realize the importance of showing Christ to others by helping those in need
- To encourage students to serve their community, their local church, and local agencies committed to serving those less fortunate
- To perform altruistic tasks with the intent of enhancing the quality of life in the school or the community at large ("*altruistic*" - *unselfishly concerned for or devoted to the welfare of others; the opposite of "egotistic"*)
- To meet new people and learn new skills
- To be rewarded with a sense of accomplishment
- To learn about potential careers by trying to line up areas of service with areas of interest
- To provide opportunities for qualifying high school students to work toward satisfying scholarship requirements for Florida Bright Futures

WHO?

- FCA High School Students - Volunteer community service is a *requirement for graduation from FCA* for students in grades 9 – 12; 15 hours per year; extra hours do not roll over to the next year but are part of the cumulative high school total of 60 hours. (Bright Futures scholarship levels require 75 and 100 hours; see <https://www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN>.)
- FCA Middle School Student - not required for 6th-8th grade students, but highly recommended. Students applying for the National Junior Honor Society need to list any community service experience; if inducted in the NJHS, participation in group service projects becomes a requirement. Middle School service hours do not count toward High School requirements for FCA or Bright Futures.

WHEN?

- Students may begin working toward the next year's service requirement during the summer between grades.
- **NEW!!!** Service Records **will now be due on a monthly basis, beginning in August and ending in April.**
 - **In order to receive credit** for hours worked during any given month, the Service Record must be submitted by the last calendared school day of that particular month.
 - Any summer hours worked must be turned in by the last school day in August. You may include any hours worked during the month of August as well.
 - Multiple service record forms may be turned in during the month as they are completed; you do not need to wait until the last school day of that month.

HOW?

- Guiding questions to ask when determining "what to do" for service hours:
 - How does this activity address an area of need?
 - Can I have a positive impact on this community by serving in this area?
 - Inquire about service opportunities with non-profit agencies that are committed to serving those less fortunate in the communities and churches. ("How can I help?")
- Hours must be served through a non-profit agency, organization, or ministry versus just doing a kind deed for a neighbor, friend or relative (Exception: hospitals & humane society).
- Service may be volunteered to your church, your school, your local community and/or other communities.
- Students may not receive financial or material compensation for service rendered.
- **NEW!!!** **How to document Service Hours**
 - Fill out the Service Record form completely. In the "**Task Performed**" area, briefly **explain** your task (VBS helper; landscaping; food prep; Pioneer Days booth). In the "**Evaluation and Reflection**" section, detail your role by describing how your task or job was of service to the community, and also explain what you learned from your service experience.
 - Hours must be signed off by a supervising adult **other than** a parent.
 - **Parents and students** must sign the completed service record, verifying accuracy of the information and time recorded.
 - **Credit** for service hours will **only** be given for projects listed on the "Approved Community Service Opportunities" list, and/or for service that was **pre-approved by Mrs. Stone (only)**.
 - Credit for service hours will **not** be given for unapproved service hours, late service records, or failure to follow directions.
- Report cards/records may be held for students who haven't turned in service forms totaling 15 hours by the last school day in **April**, and that student will not be considered enrolled for the following school year until records are complete.

WHAT COUNTS?

The following list is not all-inclusive. If you wish to participate in any project that is not listed or if you have a question about what qualifies as volunteer community service, you must **contact Mrs. Stone only** for pre-approval before participating in the project.

APPROVED COMMUNITY SERVICE OPPORTUNITIES & Non-Profit Organizations and Agencies

- Adopt-a-Highway (FCA has adopted 2 miles on Hwy 441; see calendar for clean-up dates)
 - Animal Shelter / Humane Society
 - Better Beginnings, Alachua (repackaging diapers for a Diaper Drive)
 - Boys and Girls Clubs (apply online)
 - Churches: special opportunities such as Vacation Bible School (VBS); church grounds clean-up days; Benevolence opportunities like Thanksgiving baskets/meals, Food Drives / Food Pantry, Soup Kitchen; Clothing / Blanket / Coat Drive (churches and non-profit agencies)
 - Environmental Cleanup: community parks, civic centers and playgrounds; river & waterway clean-up (Water Management Authority); state parks (O'Leno, Ichetucknee Springs, etc.); clearing hiking trails; beach clean-up, etc.
 - Elder Care Facilities
 - *Summer Day Camps*
 - Festivals & Fairs– FCA Fall Festival (held during school hours but no upper school classes are held on this day); County Fairs (evening hours; not during school day; can work at a booth for a non-profit organization)
 - Fire Station – call; ask to help with station clean-up; wash fire trucks, etc.
 - Habitat for Humanity
 - Homeless Shelter / Ministries (example: GRACE Marketplace in Gainesville; see online homeless shelter directory for other opportunities)
 - Hospitals (Volunteer / Intern Programs)
 - Library Systems
 - *Mission Trips / Humanitarian Aid trips*
 - National Honor Society (NHS) – any hours served over the required minimum for NHS will be counted toward FCA's service requirement
 - Operation Christmas Child / Christmas Shoe Boxes (help at a distribution center)
 - Science Lab Assistant (at FCA - must be approved by science teacher and Student Services Director)
 - Service Projects through non-profit, charitable organizations like Salvation Army, Goodwill, Red Cross, March of Dimes, Tim Tebow Foundation (various projects)
 - Thrift Stores (non-profit)
 - Sports: volunteer work for non-profit community-oriented programs and organizations (like FBC's Pray then Play Sports program; pre-approval from PTP Director required); Santa Fe Little League; Race for the Cure, Special Olympics of Alachua (must be 15)
 - Student Council – after-school activities and preparation / help (Christmas float, decorating); must keep accurate time record
- *A special note about summer day camp programs, mission trips, and similar service opportunities at home or abroad***
- Only time spent in direct service or contact is categorized as service hours. Hours spent traveling, eating, in group devotions, leadership sessions, break times, or meetings are not considered service hours.
 - Volunteer work can only be done for **non-profit summer day camps** that are financially accessible to all members of the community (example: FCA Summer Oasis). **NEW!!!** A maximum credit of 6 hours per day for 5 days will be given (no more than 30 total hours) for summer day camp service hours.

WHAT DOESN'T COUNT?

- **Service performed during the school day**, whether on or off campus, will not count. This includes but is not limited to: baseball field prep; cleaning out, loading or unloading the bus; concessions preparations; setting up the gym, bleachers, lunch tables; preparing rooms or areas for special events such as Missions Fair, Muffins and Moms, Science Fair; helping with Snow Day (unless permission is given from Mrs. Stone to specific students); preparation for special events and banquets such as Junior/Senior Prom, Athletic Banquet, etc. (*Jr/Sr Prom prep or Senior Reception prep does not count as community service, regardless of when it takes place. This service is a gift from the junior class to the senior class.*)
- **Attendance** at leadership conferences, workshops, or competitions will not count as service.
- **Lunch Breaks** / other scheduled Breaks; **Travel Time** to and from a service activity does not count.
- **Donations** such as "Locks of Love", or giving blood cannot count for this program.
- Services may not be performed for a **student's family** or a **family business**. This includes parents or guardians, grandparents, siblings, aunts, uncles, cousins, nieces, nephews (including any step relations).
- **Friends & Neighbors:** doing kind deeds for **relatives, neighbors or friends** (taking them to the grocery store, running errands, cleaning their house, babysitting, mowing a lawn, preparing food for a family in your church, helping them set up for an event, etc.) is not considered "community service." Being a good neighbor, friend, and citizen is part of being a responsible and helpful child/young person, student, neighbor, or friend. Simply put, it's the "right thing to do."
- **Participation** in or **attendance** at a performance of any kind (presentations, ceremonial events, recitals, dance, theater, etc.)
- **NEW!!!** Participation in or service performed for any FCA sports teams (assistant coach, referee, line judge, scorekeeper, manager, etc.) does not constitute voluntary community service under this program
- Service performed as a result of disciplinary action taken by the school (**detention**), or by a **court order** will not count.

Acknowledgment for Community Service Volunteer Guidelines

Parent /Student Acknowledgment:

I acknowledge that I have read and understand the guidelines of FCA's Community Service Volunteer Program for 2019 - 2020.

Parent Name (print): _____

Parent Signature: _____ *Date:* _____

Student Name (print): _____

Student Signature: _____ *Date:* _____

DUE DATE: Friday, August 16, 2019