FOREST HILL COMMUNITY HIGH SCHOOL
6901 PARKER AVE
WEST PALM BEACH, FL 33405
PHONE (561) 540-2400

VERIFICATION OF COMMUNITY SERVICE HOURS

STUDENT NAME: _____ Grade: _____ Student #: _____

Date of Service	Description of Service	Name of Organization	Organization Contact	Organization Signature	Hours
				TOTAL HOURS	

_____
Guidance Counselor Signature

Community Service Guidelines

Students of the School District of Palm Beach County are required to obtain a minimum of 20 community service hours to graduate from high school. Students must complete community service hours upon successful completion of 8th grade and by high school graduation. Community service is also a requirement for many scholarships (i.e., *Bright Futures) and college entrance programs. The purpose of community service is for students to engage in activities that help them develop an appreciation for the concept of service to the school or community.

The following guidelines must be followed to participate in activities that are considered acceptable for community service:
- **Community service is defined as non-paid volunteer work with a non-profit agency.**
- Students may begin accumulating service hours as early as the summer prior to entry of the 9th grade year.
- Service should benefit the community at large. Serving solely for an individual will not be acceptable.
- Hours must be documented in writing, either on a common community service log (generated by the school) or on letterhead from the organization being served.
- Parent notification of the community service requirement is necessary. A school generated notice will include the necessity of parental knowledge/supervision while students are engaged in community service activities.
- Students who do not have access to community service opportunities must be provided opportunities on the school campus. It is the student's responsibility to alert the School Counseling Department that he/she is in need of school access to community service.
- Time spent organizing and collecting canned goods, clothing, or book drives for a community in need does qualify as community service.
- Service on behalf of a candidate for public office can be considered community service.
- Fostering animals for a non-profit animal organization will be given no more than 4 hours a day.
- Community service may include, but is not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office.

The following are examples that would not count as community service:
- Rehearsal time for participation in a fine arts or performing arts program.
- Practice time for sports and band.
- Club meetings to organize community service activities.
- Donating canned goods or items to gain community service hours.

Parents cannot sign to verify their child's participation in a community service activity.

Schools should have the community service hours entered onto the student's electronic records within 2 weeks of submission.

*Please visit the www.floridastudentfinancialaidsg.org for more information on Bright Future requirements