

NEW PROCESS / PROCEDURE ON BACK



JUPITER COMMUNITY HIGH SCHOOL COMMUNITY SERVICE TIME LOG

NAME _____ STUDENT NUMBER _____ GRADE _____

DISTRICT GUIDELINES:

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. Working solely for an individual will not be acceptable.
- Hours must be documented in writing, either on this form or on a letterhead from the organization being served.
- Parents cannot sign to verify their child's participation in a community service activity.
- 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 4 hrs a day.
- You won't get credit for more than 8 hours in a given day. Each hour counts as ONE hour.

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.

Date	Hours	Non-Profit Organization	Service Performed	Supervisor's name and signature	Phone #

Note: 20 hours are required for graduation and parking decals. Hours required for FL Bright Futures Scholarship (Academic scholar/AICE Diploma)=100, Medallion=75 and Gold Seal=30.

Once your hours are uploaded it will take up to **2 school weeks to be processed** and to appear on your transcript. If the form is not completely filled out or the guidelines are not followed, your hours may be delayed further.

Hours are reported utilizing the Honor Code: I pledge, on my honor, that I have reported legitimate community service hours.

TOTAL HOURS _____ STUDENT'S SIGNATURE _____

STARTING NOVEMBER 1ST, 2024

Students can now upload community service or paid work hours directly into the SIS for school approval.

- Click on Forms
- Select on the applicable form.



- Complete the required information

Date:

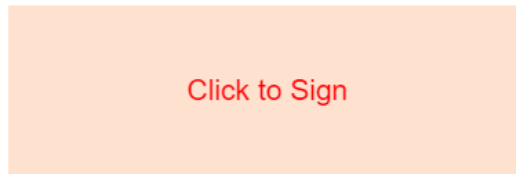
Description of Hours:

Total Number of Community Service Hours Submitted:

Total Number of Work Hours Submitted:

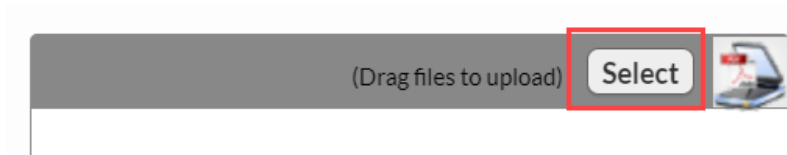
- Electronically sign the form

Student Signature:

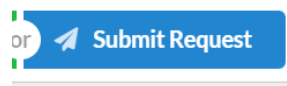


Date Submitted:

- Upload the documentation of hours



- Submit the completed form



- View the Status of your Request on the History tab.

