

Dear parent/guardian,

Due to changes in state statute, **students must now submit a volunteer service plan for their Bright Futures Community Service Hours to be approved.** This plan will be required for any Bright Futures Community Service Hours completed **on or after August 16, 2021.**

St. Johns County School District students will fulfill this requirement by completing the last page of the Bright Futures Community Service Form-Volunteer Service Plan (attached) and submitting it to Ms. Richards in the main guidance office.

This form is also required for any club or school activities for which the student is submitting hours.

For students submitting hours from a non-profit organization outside of the school, students should also provide a letter on the non-profit organization's letterhead which details the student's service hours, activities, dates, supervisor signature, guardian signature, and student signature.

Students not completing the Volunteer Service Plan or completing activities that are not in accordance with St. Johns County Service Hours Guidelines, per the St. Johns County School District Bright Futures Community Service Hours Form, **will not have those hours added to their transcript for the Bright Futures Scholarship**, but students can add those hours to their resume for college/job/internship applications or other scholarships.

If the student is unsure whether the service activity meets St. Johns County School District requirements, the student should check with their school counselor or Ms. Richards before completing the hours. School counselors have open office hours during lunch.

Donating items (books, clothing, food, etc) will no longer count toward Bright Futures Community Service hours.

Steps to Submit Community Service Hours

Steps for Students to Complete Prior to Volunteering

Determine an area/topic in the community where you would like to make an impact.

Research the types of volunteer activities available in your community. The district community service website lists local opportunities and community service guidelines for St. Johns County School District: <https://www.stjohns.k12.fl.us/guidance/community-service/>

Contact the organization you are interested in volunteering with and determine 1) the steps to become a volunteer, 2) if they have volunteer openings for the dates/activities you are interested in, 3) who the contact will be to verify your hours and participation in the activity.

Note: Supervisor must be non-family member with organization who directly supervises the student during the activity outside of the home. If you have a question regarding whether the service activity is acceptable or not, reach out to your school counselor or Mrs. Richards.

Steps for Students to Complete During Volunteering

Keep track of hours, dates, & activities completed during service to verify with whoever supervises you during your community service.

Steps for Students to Complete After Volunteering

Have the supervisor of your service provide a **signed** letter on the organization's letterhead describing the type of service performed, who in the community the service benefited, and a description of the service event.

Student and parent/guardian should sign this letter.

Make a copy of all completed forms for your records.

Student provides signed letterhead and SJCS D Bright Futures Community Service Hours Form (located at - <https://www-bths.stjohns.k12.fl.us/guidance/community-service-hours/>) to Mrs. Richards in the main guidance office.

[BRIGHT FUTURES SERVICE HOURS FORM](#)

