

# ***The Nassau County School District***

1201 Atlantic Avenue  
Fernandina Beach, Florida 32034

## **VOLUNTARY COMMUNITY AND SCHOOL SERVICE PROGRAM GUIDELINES for NON—CREDIT SERVICE**

1. All forms must be submitted to your school guidance counselor before volunteer hours can be documented. Forms to be submitted are:
  - a. **Application Form:** The student must develop and implement a personal school or community service plan, which has been approved by his /her counselor, principal and individual or agency for which the service is being rendered. The plan should identify the need to be addressed, and the plan for personal involvement.
  - b. **Permission to Participate in Voluntary Community and School Service Program** signed by parent and notarized.
  - c. **Nassau County Voluntary Community and School Service Program Log** to be submitted upon completion of service hours
2. Projects performed by students must be of a non-hazardous nature and occur outside of the school day and may NOT be a result of court action.
3. Voluntary service may be accumulated over a period of 3 ½ years and must be completed by the end of the first semester of the senior year for Bright Futures 7<sup>th</sup> semester eligibility determination.
4. The student may document service work hours during the school year and during the summer.
5. Each student is responsible for documenting specific services performed and provide an anecdotal log to be signed and dated by the supervising agency to certify the hours of service. The **Nassau County Voluntary Community and School Service Program Log** should be submitted to the school coordinator upon completion of service hours.
6. It is the students responsibility to make sure that all service work program components are completed and on file.
7. No student shall receive monetary compensation for services rendered
8. Students should make copies of all forms prior to turning them in to the school coordinator.

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**AN EQUAL OPPORTUNITY EMPLOYER**

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## **INSTRUCTIONS FOR COMPLETING VOLUNTARY COMMUNITY AND SCHOOL SERVICE APPLICATION FORMS**

### **EXAMPLE**

- ❖ Student keeps Guidelines and Instructions. These documents provide deadlines and rules.
- ❖ Student must complete demographic information at top of application and answer both questions.

*Examples of how to answer questions:*

#### **Example One:**

1. The social problem(s) to be addressed:

*The high rate of juvenile crime in the community*

2. Your plan for personal involvement;

*I plan to work for Teen Court*

#### **Example Two:**

1. The social problem(s) to be addressed:

*The large number of abandoned and homeless animals in the community*

2. Your plan for personal involvement:

*I plan to work for the First Coast Humane Society*

- ❖ Both student and parent must sign the application form.
- ❖ Application must be returned to the guidance office before beginning community service activity.
- ❖ Log is to be kept by the student. When complete or full, return to the guidance office. More logs are available if needed or blank logs may be photocopied. Volunteer hours may be logged in by the week. Letters or another form of log may be accepted from the volunteer organization, however, it must state the number of hours worked, dates, the activity performed and a supervisor's signature.

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## APPLICATION FORM VOLUNTARY COMMUNITY AND SCHOOL SERVICE PROGRAM FOR CREDIT

Student Name   
School

Current Grade   
Counselor

### BRIEFLY EXPLAIN THE FOLLOWING:

1. The social problem(s) to be addressed:

  
  
  

2. Your plan for personal involvement:  
(Can be accomplished through work with various clubs, agencies or groups)

  
  
  
  

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Student Signature

Date

Parent Signature

Date

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Approved by:   
Principal or Designee

Date

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## **Permission to Participate in Voluntary Community and School Service Program**

I give permission for my child , to participate in the Voluntary  
Community and School Service Program in Nassau County for the  school year.

I have read and I understand the guidelines and procedures governing this program.

Signature of Parent/Guardian

Date

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Notary Signature

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Expiration Date

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