

**INDIAN RIVER COUNTY SCHOOLS  
VOLUNTEER HOURS VERIFICATION  
SEBASTIAN RIVER HIGH SCHOOL  
GUIDANCE DEPARTMENT  
9001 SHARK BLVD.  
SEBASTIAN, FL 32958  
(772)564-4350**

STUDENT'S NAME: \_\_\_\_\_  
Last First Middle

SS#: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street Number and Name  
 \_\_\_\_\_  
City State Zip Code

SEX: M \_\_\_\_\_ F \_\_\_\_\_

Grad Year: \_\_\_\_\_

SCHOOL ATTENDING: \_\_\_\_\_

ID#: \_\_\_\_\_

**\*\*Please use one form per organization.**

**\*\*This form is to be completed and returned to the High School Guidance Office.**

Volunteer Activities Performed	Dates Volunteered From	Dates Volunteered To	Hours Volunteered

\_\_\_\_\_  
 Name of Organization (are you registered as a non-profit organization?)

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature and Title

\_\_\_\_\_  
 Phone Number (to verify volunteer hours)      Date

VERIFIED BY:	DATE:
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## **FLORIDA ACADEMIC SCHOLARS' PROGRAM COMMUNITY SERVICE REQUIREMENTS**

The Florida Academic Scholars' Certificate Program recognizes and rewards outstanding performance and academic achievement of high school students who meet requirements specified in Florida Statute 232.2465.

Beginning with students who entered high school during the 1993-94 school year, there is an additional requirement for receiving this certificate. Students are required to complete a minimum of 75 hours of community service by the date of their high school graduation.

### **For the purpose of the Florida Academic Scholars' Certificate Program, the following requirements for the volunteer hours must be met:**

1. The student will identify one or more social problems that interest him or her and develop a plan for his or her personal involvement in addressing the problem. Through papers or other presentations, the student will evaluate and reflect upon his or her experience.
2. Hours must be verified by the non-profit organization for which the student has volunteered.
3. All plans, documentation of volunteer hours, and student reflections will be submitted to the student's high school guidance department.
4. It is the sole responsibility of the student to schedule and perform the volunteer service hours and submit documentation in the proper form to his or her high school guidance department.

### **For the purpose of this program, volunteer hours that meet the following criteria will be eligible:**

1. Volunteer hours are those which the student performs without compensation.
2. Volunteer hours are performed for a non-profit organization.
3. Documentation of a student's volunteer hours are made by a non-family member.

### **For the purpose of this program, volunteer hours that are in the following categories will NOT be eligible:**

1. Activities that occur during the regularly scheduled class period will not be considered.
2. Community Service hours that have been required due to court action will not be considered.

### **Students may document volunteer hours by one or more of the following means:**

1. Documentation of volunteer hours may be made through the Volunteer Action Center, which shall serve as a clearinghouse for the documentation of volunteer hours for the high schools. A student may contact the Volunteer Action Center which will verify the volunteer Action Center and reported to the schools by them will be accepted without further verification being necessary.
2. Documentation of volunteer services hours may be made by submitting a statement from the non-profit organizations or agencies. The statement will be on letterhead stationery and will include the student's name, the dates of the volunteer hours, the total number of hours volunteered, and the nature of the student's volunteer activities. The letter is to be signed and dated by a representative of the organization. The representative should include his/her title within the organization and a phone number where they can be reached for verification. The Guidance Department will be responsible for verification.
3. The schools may develop a form for each organization or agency for whom the student has volunteered to complete. The form will include the student's name, social security number, high school, school ID number, sex, address and phone number. It will include an area to list date(s) of volunteer hours, the location, the number of hours, and the volunteer activities. The form will have a place for identification of the organization, and the name, title, phone number and dated signature of the individual from the organization who is confirming the hours volunteered. The Guidance Department will be responsible for verification.
4. The successful completion of the Voluntary School/Community Service course (21043300) or the Voluntary Public Service Course (05003700) will automatically meet the requirements of this program with no further verification being necessary.