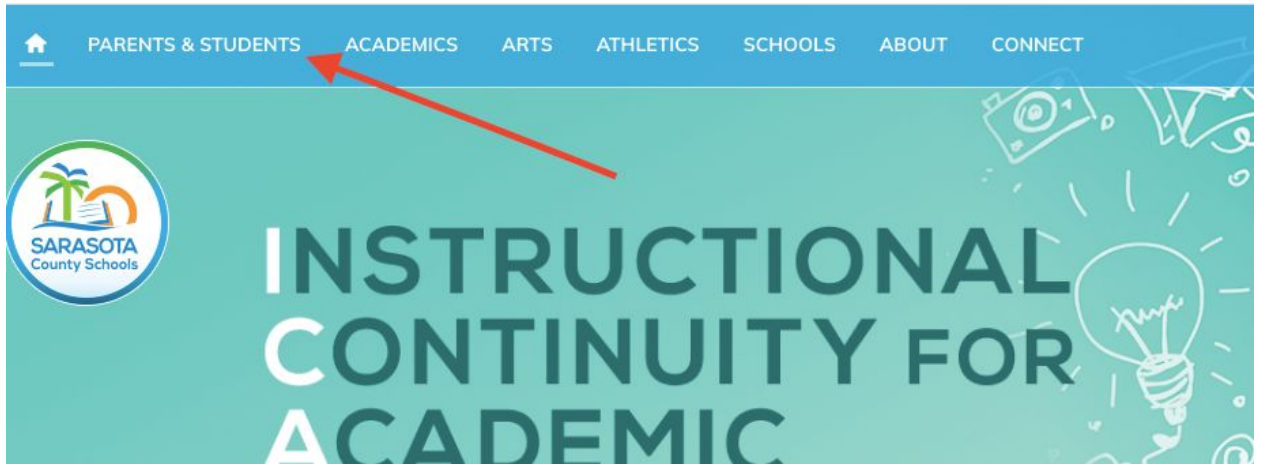
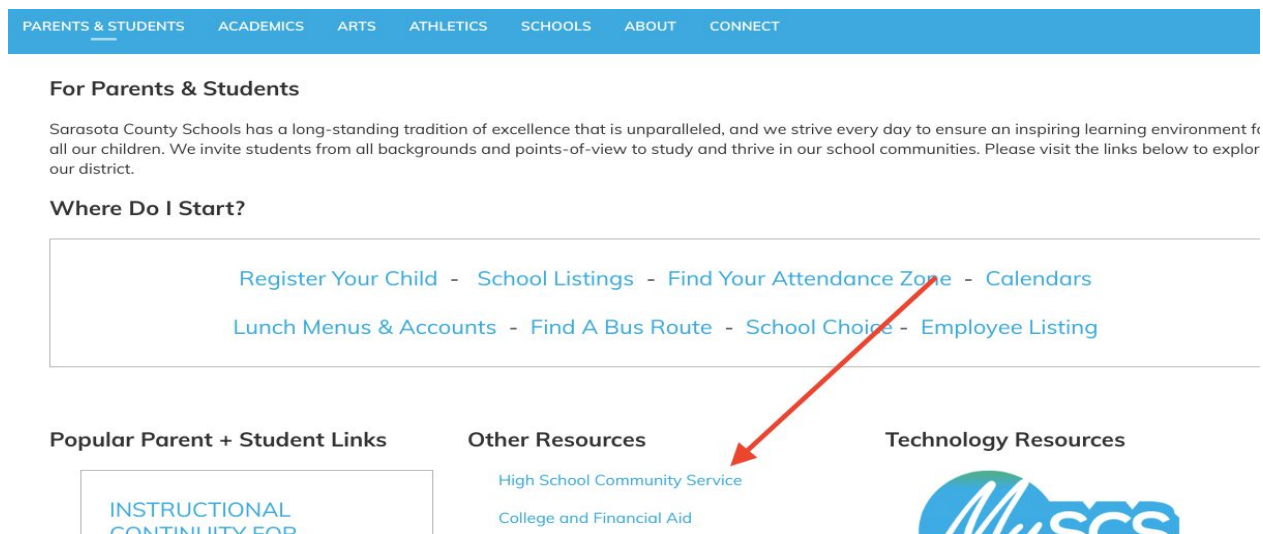


How to Complete Your Community Service.

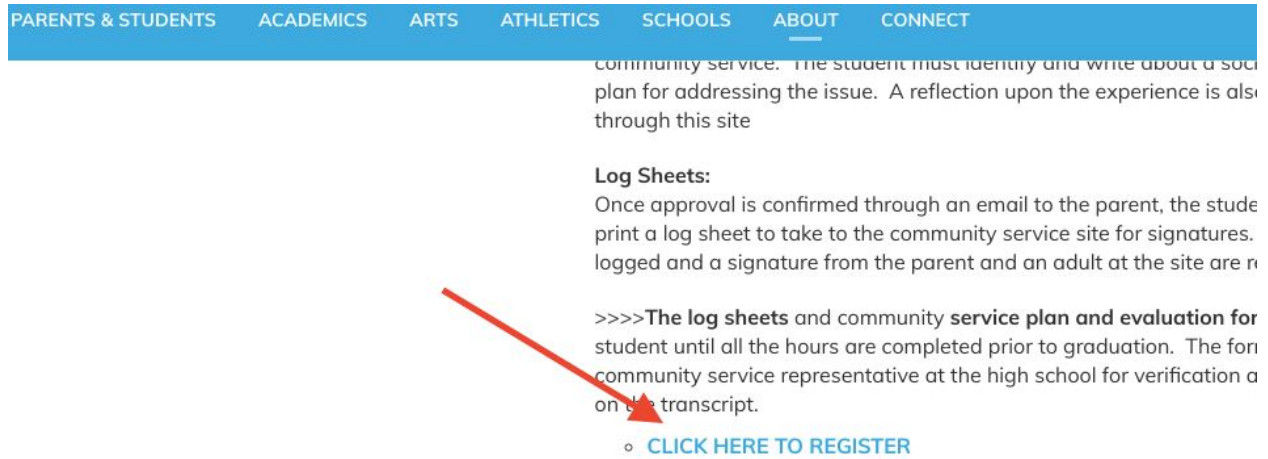
Go to Sarasotacountyschools.net and click on Parents and Students



Then scroll down and click on High School Community Service under Other Resources.



READ THE ENTIRE PAGE then click on “CLICK HERE TO REGISTER” at the bottom of the page.



A screenshot of a website's navigation menu and main content area. The navigation menu is a blue bar at the top with the following items: PARENTS & STUDENTS, ACADEMICS, ARTS, ATHLETICS, SCHOOLS, ABOUT, and CONNECT. Below the menu, there is a paragraph of text about community service. A red arrow points from the text to a blue link labeled "CLICK HERE TO REGISTER".

PARENTS & STUDENTS ACADEMICS ARTS ATHLETICS SCHOOLS ABOUT CONNECT

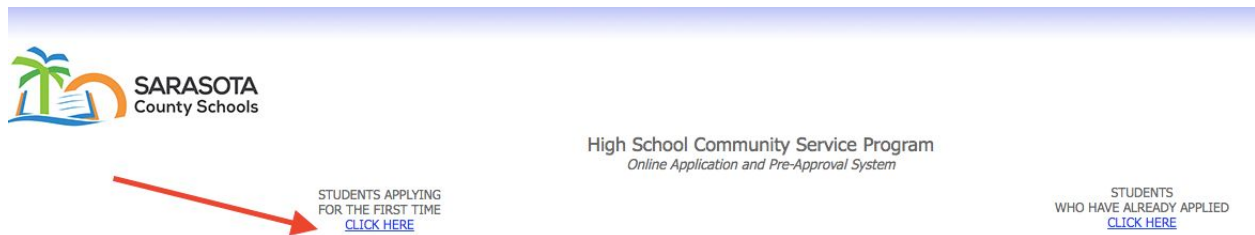
community service. The student must identify and write about a social issue and develop a plan for addressing the issue. A reflection upon the experience is also required and is posted through this site.

Log Sheets:
Once approval is confirmed through an email to the parent, the student must print a log sheet to take to the community service site for signatures. The log sheet must be signed and logged and a signature from the parent and an adult at the site are required.


>>>>The log sheets and community service plan and evaluation for the student must be completed until all the hours are completed prior to graduation. The form must be signed by a community service representative at the high school for verification and posted on the transcript.

o [CLICK HERE TO REGISTER](#)

From there you click “STUDENTS APPLYING FOR THE FIRST TIME.” Read and complete profile setup. Make sure you take a photo or write down your USERNAME and PASSWORD.



A screenshot of the Sarasota County Schools website header. It features the Sarasota County Schools logo on the left, the title "High School Community Service Program" in the center, and two buttons for registration on the right. A red arrow points to the "STUDENTS APPLYING FOR THE FIRST TIME" button.

 SARASOTA County Schools

High School Community Service Program
Online Application and Pre-Approval System

[STUDENTS APPLYING FOR THE FIRST TIME](#)
[CLICK HERE](#)

[STUDENTS WHO HAVE ALREADY APPLIED](#)
[CLICK HERE](#)



High School Community Service Program *Online Application and Pre-Approval System*

Hours are required to qualify for some Bright Futures scholarships.

High School students and students who have been promoted from eighth grade may apply for High School Community Service (HSCS). Pre-approval of the community service location and the service to be performed is REQUIRED before the volunteer service begins.

Students must apply for pre-approval through this website, which will take the student through the following steps:

STEP 1 - Read the "What Qualifies for Community Service" document, the HSCS regulations, and the HSCS procedures and agree to comply.

STEP 2 - Complete the online application form. The only form of application accepted will be online as of August 19, 2013.

STEP 3 - The parent/guardian of the student applying will be notified by email whether or not the application has been approved. After the notification is received, students should meet with their school's HSCS Program Manager at their high school. Those whose applications have been approved will receive the log form required to document their community service hours. Those whose applications are not approved will be advised of their other options and instructed how to appropriately revise their online application.

[Go to STEP 1](#)

Read Step 1 and Step 2 pages and click on the agreement at the bottom of Step 2



High School Community Service Program *Online Application and Pre-Approval System*

STEP 1 - Read (a) What Qualifies for Community Service document, (b) the Regulations, and (c) the Procedures below and agree to comply.

[Click to read What Qualifies as Community Service](#)

Regulations

1. High School Community Service may be performed only at non-profit 501(c)3 and other select agencies/organizations that are pre-approved by the school's HSCS Program Manager.
2. "Community" is defined as the Sarasota County area only.
3. Certain activities at school or a place of worship may not qualify. The HSCS Program Manager will explain which activities will qualify as community service. Religious activities and mission trips do not meet the criteria.
4. Students who volunteer for service in Sarasota County Public Schools also must register for approval in Volunteers Count, the school district's online volunteer management system. This registration automatically prompts a student records check. Prior behavior, attendance, and/or academic problems may disqualify you a student from volunteering in the district schools. Disqualification from school volunteering does not disqualify you the student from community service at other approved agencies/organizations.
5. Bright Futures Scholarships have different community service hours required. Bright Futures Scholarships information is available at: www.FloridaStudentFinancialAid.org
6. To count for Bright Futures Scholarship credit, community service hours must be earned, submitted and posted to the student's high school record prior to high school graduation.
7. Florida Child Labor Laws, prohibit students from performing more than eight (8) hours of community service within a 24-hour period.

Procedures

1. Complete the online application and pre-approval form. All information and electronic signatures are required.
2. Receipt of email notification of pre-approval, the student must log into their HSCS account to print their log form required to record community service hours. If notified that the application has not been approved, the student should meet with the HSCS Program Manager at their school to identify other options. Once other options are identified, the student must sign in to the HSCS website and revise the application to reflect the site and service identified with the HSCS Program Manager.
3. Begin approved community service activity. Record volunteer hours only on the form provided from the HSCS Program Manager. When recording hours, record each day of volunteering and have agency representative sign as approval and verification of hours.
4. Upon completion of all hours, meet with the HSCS Program Manager and submit all completed hours forms for final review and approval.
5. Approved hours will be submitted by the HSCS Program Manager to the school Registrar.

I have reviewed the document "What Qualifies as Community Service," the Regulations, and the Procedures above and agree to comply.

[Go to STEP 2](#)

Complete the application page. Make sure you take a photo or write down your USERNAME and PASSWORD. Volunteer Site websites are linked at the bottom of the page as options, but you are not limited to those sites. **Remember sites must be local and you may not work more than 8 hours in a day.**



High School Community Service Program
Online Application and Pre-Approval System

STEP 2 – Complete online HSCS Application below. Students who have obtained pre-approval for organizations and services who want to request approval for additional organizations and services must sign into this web site to request pre-approval by clicking on the "STUDENTS WHO HAVE ALREADY APPLIED" on the homepage of this web site.

HSCS ONLINE APPLICATION

NOTICE: A completed application form must be submitted to and approved by the school's High School Community Service (HSCS) Program Manager PRIOR to starting volunteer service. Hours completed before application and written approval will not be accepted.

Items indicated with a red arrow are required fields and must be entered prior to submitting your application.

Student's First Name:

Student's Last Name:

Student's N Number:

School:

Projected Graduation Year:

Street Address:

City:

Zip:

Parent/Guardian:

Parent/Guardian Phone:

Parent/Guardian Email:

Students from SARASOTA MILITARY ACADEMY, and HOME SCHOOL must process their applications at their schools, not through this system.

Select Your High School:

Select Graduation Year:



High School Community Service Program

On the next screen, list the organizations and volunteer service activities for which you are seeking pre-approval. Use the following websites to assist in making selections:

- | | | | | | |
|---|--|---|---|---|---|
| Active Suncoast, LLC | American Red Cross | Asolo Repertory Theater | Sarasota Chalk Festival | Boys & Girls Clubs of Sarasota County | Center for Building Hope |
| Child Protection Center | The Circus Arts Conservatory | Good Samaritan & Health Services | Crowley Museum and Nature Center | Ear Research Foundation | Early Learning Coalition of Sarasota County |
| Girls, Inc. of Sarasota | Ensemble | Jewish Family & Children's Services | John & Mable Ringling Museum of Art | Oscar Scherer State Park | Plyers Theater of Sarasota |
| Salvation Army | Salvation Army of Venice | Sarasota Chinese Academy | Sarasota Convention & Visitors Bureau | Sarasota County Health Department | Sarasota Memorial Hospital |
| Sarasota Police Department | Sarasota County Schools | Save Our Seabirds | Southwest Educational Foundation | SRQVolunteer | St. Francis Animal Rescue |
| Suncoast Communities Blood Bank | Van Wezel Performing Arts | Venice Regional Medical Center | Venice Theater | Wildlife Center of Venice | |
- [Next](#)

Once the sites you input have been approved you will need to log back into your account to print log sheets for each site.

Important things to remember:

- You may not log more than 8 hours per line of your log sheet.
- You must use a separate log sheet for each site.
- Log sheets must be signed by an employee or supervisor of the site.
- Each site must be pre approved.
- Turn in your log sheets to Coach Groene in the Student Success Center for final approval.
- To check your hours log into the Student Information System.
- DO NOT WAIT TO COMPLETE COMMUNITY SERVICE HOURS. Start in 9th grade. Junior and Senior years are challenging years - getting your CS hours done early is one way to help yourself experience less stress!!!!

Please let me know if you have any questions, or need assistance.

Thanks,
Mrs. Dudek
katherine.dudek@sarasotacountyschools.net