



COMMUNITY SERVICE “HOW TO” SIGN-UP

1) GO TO: WWW.SARASOTACOUNTYSCHOOLS.NET

CLICK ON: **FOR PARENTS & STUDENTS**
SCROLL DOWN TO THE MIDDLE OF PAGE

- **“OTHER RESOURCES”**
 - CLICK ON: **HIGH SCHOOL COMMUNITY SERVICE**

2) **READ COMMUNITY SERVICE REQUIREMENTS:**

Read *very* carefully, when finished at the bottom of the page click on
“CLICK HERE TO REGISTER”

3) CLICK ON LEFT SIDE OF SCREEN: **APPLYING FOR THE FIRST TIME**

(Step 1) Read *very* carefully **“What Qualifies for Community Service”**

- You must check the box **(I have reviewed the document “What Qualifies as Community Service”)** at the bottom of the page.

(Step 2) Fill out HSCS Online Application

- You must enter at least one Organization & Service in order for online application to be complete.

(Example: SPHS- Helping afterschool with events)

- Click: **SUBMIT**

4) When your organization has been pre-approved, you will then be able to log into your community service account to print your log sheet.

- Your project supervisor completes and signs form, as well as you and your parents.
- Include dates of service and number of hours on log sheets.
(Max 8 hours/day.)
- Print a log sheet for each organization you volunteer at.

Turn in community service log sheets to Ms. Carcifero