



Community Service Requirement & Guidelines

The Village School of Naples

Graduation Requirement: 120 Hours

Volunteer Service: At least 40 hours of community service

Paid Work: Up to 80 hours paid

Why perform community service?

To make a difference in your community...

to learn new skills and meet new people...

to learn the importance and value of helping others...

to satisfy the scholarship eligibility requirements ...

to enhance your resume...

and meet graduation requirements!

All upper school students must complete 30 hours of service per year. Students may arrange their own projects and/or participate in those offered through the school. Any student who transfers in from another institution will be held to the same service hour requirement each year until graduation. Opportunities for service are communicated and available through a student's Naviance account. To be eligible for graduation, seniors must complete a **minimum of 120 community service hours by the first Friday in May**.

Bright Futures Requirements

Volunteer Service Hours Needed:

Florida Academic Scholarship - 100 hours

Florida Medallion Scholarship - 75 hours

Paid Work Hours Needed:



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Florida Academic Scholarship - 100 hours

Florida Medallion Scholarship - 100 hours

Service Hour Guidelines for Students:

1. **IDENTIFY** an area of interest or social problem that you are passionate about serving and leading.
2. **OBTAIN** prior approval from his/her school counselor or Seminar teacher to ensure that the community service site meets the criteria and that the student will receive community service hours for volunteering.
3. **LEAD** in service and obtain at least 30 hours of community service per year. Seminar teachers will be checking in and verifying hours each Quarter and Semester.
4. **DOCUMENT:** Obtain documentation of service hours from the site supervisor on agency letterhead, of student hours, dates of service and service activities. All documentation can be uploaded through this [google form](#).
 - All service hour forms must be accompanied by a letter confirming the fact that these service hours were completed AND it must be on a letterhead from that organization.
 - All paid work hours must be verified by your work site supervisor/manager through the Paid Work Experience form and a written letter

Acceptable Forms of Non Paid Work Service	Unacceptable Forms of Non Paid Work Service
<ul style="list-style-type: none">● Food banks and feeding programs/soup kitchens—homeless shelters● Habitat for Humanity and other recognized charitable organizations● Environmental projects/centers, such as The Conservancy and Naples Zoo	<ul style="list-style-type: none">● Court mandated community service.● Service hours where a family member is verifying the completed hours.



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| <ul style="list-style-type: none">• Serving at a not-for-profit organization or event, example: Hurricane Relief, Beverly's Angels, etc.• Animal rescues and shelters, such as Naples Humane Society• Hospital volunteers, NCH, Lee Health, Etc.• Quest tutoring/mentoring programs• Holiday related projects such as Toys-for-Tots, Angel Tree, Shoe Box Ministry etc. | <ul style="list-style-type: none">• An activity where there is no responsible adult on site to evaluate and confirm student performance.• Donations, such as Locks of Love or giving blood.• Participation on a sports team or a performance of any kind unless participation is considered an act of service.• Any hours verified by another TVS student. |
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Volunteer Service Hour Form

Please take a moment to complete the following service hour form. Attach any additional verification letters from your site supervisor to this form.

Name: _____

Grade Level: 9 10 11 12

Location of Service: _____ Date(s): _____

Site Supervisor: _____

Why did you choose this social issue and or location for service:

Brief description of community service activity:

Reflecting on your experience, what did you learn and/or what did you accomplish while giving back to this organization? What was the overall impact on the social issue?



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Student Signature: _____ Parent Signature: _____

Site Supervisor Signature: _____

Paid Work Experience Form

Please take a moment to complete the following service hour form. Attach any additional verification letters from your site supervisor to this form.

Name: _____

Grade Level: 9 10 11 12

Work Site: _____

Date(s) of Employment : _____

Job Site Supervisor: _____

Brief description of work duties and responsibilities:

Reflect on your work experience and briefly describe the skills and knowledge learned and acquired in your position. How might these skills help further your career goals?



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Student Signature:_____ Parent Signature:_____

Job Site Supervisor Signature:_____

Please share any pertinent information regarding the student's strengths and challenges he/she faced during the service experience.