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CFK Academy Community Service Form

This is to certify that _____, a student from **The College of the Florida Keys Academy (CFKA)**, has performed volunteer service or paid work on the date and location listed below:

Name of organization/event/jobsite _____

Address of location above _____

These hours are (circle one): Community Service Hours Paid Work Hours

This section is to be filled in each time the service or work is completed. Student community service or paid work must be reported in not less than 30-minute increments. It is the student's responsibility to turn in this form to the front office and keep a backup copy. If paid work hours, please attach W-2 or paystub.

Date of Event	Time In	Time Out	Total Hours

Brief description of community service or paid work experience _____

<p>If participating in community service, the following hours will not count:</p> <ol style="list-style-type: none">1. Court mandated community service2. Family related activities or service to family members3. An activity where there is no responsible adult to supervise the activity and student performance4. Activities solely for the benefit of a religious house of worship, such as attending religious services, are not eligible <p>I verify that my service hours do not fall in any of the above categories. Student initial: _____</p>	<p>If you are doing PAID WORK hours, the following will not count:</p> <ol style="list-style-type: none">1. Work hours where a family member is verifying the completed hours2. Work hours that cannot be verified by a W-2 statement or paystub <p>I verify that my service hours do not fall in any of the above categories. Student initial: _____</p>
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Student name (please print): _____

Student signature: _____

Organization/event/jobsite supervisor name (please print) _____

Supervisor signature _____

Date _____ Supervisor phone number _____

Date entered into FOCUS: _____ Signature of Office Manager/Counselor _____

Community Service Program

The Monroe County high school community service program encourages students to engage in volunteer activities or paid work. This program allows students to contribute their time, talents, and resources to the community. Fulfilling a minimum number of service or paid work hours is a requirement for the Florida Bright Futures Scholarship Program and other scholarships.

Scholarship	Community Service Hours Required	Paid Work Hours Required	Combination of Community Service/Paid Work Hours
FL Academic Scholarship (FAS)	100	100	100
Florida Medallion Scholarship (FMS)	75	100	100
Gold Seal CAPE (GSC)	30	100	100
Gold Seal Vocational (GSV)	30	100	100

Community Service Conditions

- Service must be for non-profit agencies.
- Community service hours must be volunteer hours and must meet community needs.
- The student may not benefit financially or materially (e.g., a student may not be paid, nor may they receive free tuition to a summer camp in exchange for volunteer hours), and it cannot be a service to family members, including step-relations.
- The agency where the community service hours were earned should provide documentation on agency letterhead of the number of hours and dates of service completed. The supervisor signing off may not be a relative.
- Community service hours may be served by a wide variety of organizations. Examples of acceptable agencies include (but are not limited to) church functions, libraries, nursing homes, animal shelters, food banks, homeless shelters, etc.
- Students may not receive academic credit for these hours.
- Hours served as part of the expectations for participation in, or fundraising for a club or class event cannot count as community service.
- Work done to promote a particular religious or political viewpoint or for personal gain cannot count as community service hours.
- Trainings/workshops or meetings of any type are considered personal enrichment and may not be counted as community service hours. However, when the training translates into a community project, the student may then submit the hours for the training as well as for the service activity performed as a result of the training.
- Community service forms should be returned to the front office to be entered as part of the student transcript. Any activities that are in question may be reviewed by the CFKA Administration.
- Court-ordered community service does not count for purposes of this program.
- Service can be performed at any time during high school but must be completed by the date of high school graduation.
- Hours completed after graduation cannot be counted toward the Bright Futures requirement.