



ACA Bright Futures Community Service Information

Revised 9/3/20

Service hours may include, but are not limited to:

- business or governmental internship
- work for a nonprofit community service organization
- activities on behalf of a candidate for public office
- a maximum of 50 hours may be earned at church, school or a combination of both (*max waived for 2020-2021 school year due to Covid-19 resulting in minimal service opportunities.*)
- Mission trips and overnight trips will be credited for hours earned during the defined work day

***NOTE:** students may not receive remuneration or academic credit for the service work performed

Service hours documentation steps:

1. Contact agency or organization to determine volunteer opportunities.
2. Complete the **ACA Community Service Work Plan** and submit to the High School Guidance Counselor for approval. If possible, submit *before* service work begins. Late submission may result in disapproval of hours.
3. Log service hours on the **ACA Community Service Log & Reflection Form**. A volunteer supervisor must sign for hours to be accepted.
4. When all service work for a particular organization is complete, submit the completed Community Service Log & Reflection Form to the High School Guidance Counselor. Ensure the evaluation section is complete and all signatures are obtained.
5. All volunteer paperwork must be completed, signed and submitted **prior to graduation**.
Please keep copies for your records of all documentation.

When all steps are complete, the community service hours will be documented on the student's official high school transcript and all volunteer paperwork will be filled in the student's cumulative folder.