

Maclay School encourages all students to be involved in community service for a number of reasons. Most important is the way that helping others enables young people to mature and broaden their worldview. Please note the following:

1. The Bright Futures Scholarship for Florida universities requires a minimum of 100 school-approved service hours during high school for their top award.
2. Community service is often a criteria of college admissions or of other scholarships/awards.
3. Juniors and Seniors interested in qualifying for the National Honor Society must have an AVERAGE of 36 hours per completed academic year. Therefore, a Junior candidate for NHS must have a total minimum number of 72 school-approved service hours typically by the beginning of September.
4. To join Anchor or Key clubs, candidates must also have an AVERAGE of 36 hours per completed academic year.

For school-approval of student's community service, the following criteria must be met:

1. The work must be unpaid, volunteer service which benefits one or more members of the community (typically working for a non-profit or at a community-based event.) Specific work for a for-profit company that directly benefits the community will count; please just describe the work with detail. \*\*\*Unpaid work that financially benefits a For-profit company or a family business is considered an internship or work-study, and not community service.\*\*\*
2. An adult supervisor must certify the hours. There are few exceptions to this rule.
3. Documentation certifying the hours must be presented to the Dean of Students. This must be on official stationery of the sponsoring organization, on a Maclay Community Service Record form, or originate from the organization's and/or adult sponsor's email.
4. Documentation must include the following:
  1. Date(s) of service;
  2. Total number of hours served;
  3. Brief description of type of work done;
  4. Organization name and the supervisor's printed name and signature (if not on supervisor's/organization's email.)
5. Enter the hours as a new record on the Portal.
  1. Select "Ecollect Forms" under "Navigation."
  2. Go to "Student Info" and select "Upper School Community Service Record."
  3. Previously entered records will be listed first. Scroll down to the bottom to enter a new record.
  4. After entering one record, select "Add Row" to enter more records or "Submit" to finish the process.

All students may turn in a hard copy of service hours to the Dean of Students at any time but are encouraged to keep a personal copy.