Purpose
Students looking to earn Community Service Hours must identify the “cause” to support and feel compelled to fully embody and integrate in the chosen role. As Oxbridge ambassadors, the purpose of this program is for students to leave behind a significant footprint, to look beyond themselves and to reach out for the betterment of our community.

Benefits
Various colleges and institutions in the United States award scholarships to students who have met the established number of community service hours.

The total amount of community service hours students must earn for each scholarship varies at every institution. Therefore, students are encouraged to keep accurate community service logs.

The type of award(s) earned for every scholarship range as follow: some awards are in the form of an official letter, a pin, a coin or a medallion, and others have significant financial awards.

For example, The Florida Bright Futures scholarship program offers significant tuition support for students attending a Florida college or University. These students are required to meet all the established guidelines and in addition they are also required to meet the following community service requirement:

- 100 hours to be evaluated for the Florida Academic Scholars (FAS) award; and
- 75 hours to be evaluated for the Florida Medallion Scholars (FMS) award.

Guidelines
Students may begin earning Community Service hours from the summer prior to entering 9th grade until the last day of their 12th grade.

At the beginning of each academic year students are encouraged to engage with various clubs or programs that offer community service locally and abroad. Qualifying organizations are those that offer the following types of service(s):

- Education
- Historical site preservation
- Preservation of animal rights
- Environment preservation
- Medical
- Religious organizations
- Political organizations
- Sports
- Health & Mental health

Therefore, a student may provide services (including digital services) to or for institutions that directly benefit the following: people experiencing poverty, discrimination, abuse, loss (sudden death, pets), poor health and/or physical-mental health limitations, widows, single parents, orphans, the protection of animals and the environment.

Students may also participate with organizations and online organizations that provide mentoring / coaching services, leadership, guidance, and activities for siblings or younger individuals in our community or abroad. They may also participate in programs and online programs that maintain safety or improve the standard of living for residents in our community and/or abroad.

Oxbridge Academy accepts community service hours rendered by homeschool students and by students transferring from a public or private high school. Accordingly, community service hours earned at the previous school must be listed on corresponding transfer official transcript(s).

The Process
Continuously maintain a community service hours log (as it occurs) and digitally submit additional hours to the College Counseling office.

If a log has not been maintained, students may use the attached template as it reflects any current legislative updates and strictly follows the recommended format required by the Office of Student Financial Assistance (OSFA). Large organizations often provide form letters on their company letterhead; these forms are also accepted; however, to follow the OSFA required format, it is recommended the student and a parent/guardian also sign these form letters prior to submitting them to the ASC office. (FS: 1009.534)

Final Approval
All service hours will be evaluated and verified by the College Counseling office assignee and/or school administrator. To aid with the evaluation, it is recommended that students provide a one-paragraph experience summary evaluating the work performed and their reflection on how it changed, maintained, or improved their view prior to and after the experience. If you have questions regarding the applicability of hours, please contact Monica Hammett at monica@oapb.org

Non-qualifying Community Service Hours
Any service contrary to the guidelines as established above.

Any service that requires monetary payment, financial benefit, or goods in exchange for community service hours.

Any form of Community Service earned where the student did not actually accumulate hours of work for services provided. (For example: Blood donation, Locks of Love, Food Donation.)

Any service that is obligatory where the student is not compelled to integrate. (For example: Court mandated Community Service.)
**Community Service Log**

Student’s Official Name (no nicknames): _____________________________________________

DOB: ___/___/20__ Expected Year of Graduation: _______ Total # of Volunteer Hours listed below ___ Total # of Paid Hours listed below: ___

<table>
<thead>
<tr>
<th>Date of Service (mm/dd/year) (Beginning – End)</th>
<th># of Hours</th>
<th>Type of Volunteer Work (activity or task performed)</th>
<th>Club/Organization/Non-Profit affiliation</th>
<th>Name of Supervisor (please print)</th>
<th>Supervisor’s signature</th>
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This Log may also be used by students who DID NOT obtain a certificate of completion at the time when the service was rendered. Similarly, it can also be used if the student DID NOT maintain a community service hour log during the time when the service was provided.

Digital copy (any format) may be sent to: monica@oapb.org | Students may also stop by the office to drop off original logs. Regular mail may be sent to: Monica Hammett, Oxbridge Academy, 3151 North Military Trail, West Palm Beach, FL 33409