New Process for Documenting Volunteer/Work Hours

Dear Parents,

We would like to inform you about the new process for documenting volunteer and work hours for students at CCPS. While these hours are not mandatory for graduation, they are required for students who wish to qualify for The Bright Futures scholarship.

Volunteer Hours:

1. **Student Action**: Students should log into their CCPS Portal and click on the "Service Hours" section.
2. **Checking for Approved Organizations**: Under the "Organizations" tab, students must check if their volunteering organization is already approved.
    - If approved, students can proceed to create a proposal.
    - If not listed, students can add a new organization by providing necessary information and submitting for approval.
3. **Parent Approval**: Once a proposal is created, parents need to log into their CCPS portal to approve it.
4. **Counselor Approval**: After parent approval, the counselor will review the proposal for final approval.
5. **Logging Hours**: After all approvals, students can upload their log sheet under the "Logs" tab.

Work Hours:

- Students should log into the CCPS Portal, click on the "Logs" tab, and upload their paystub to document work hours.

Counselor Review and Transfer: Counselors will review and approve both volunteer and work hour logs. Once approved, these hours will be transferred to the system overnight.

We appreciate your cooperation in making sure this process runs smoothly. If you have any questions, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

The Counseling Team at Barron Collier High School