

## CCA Community Service Log and Certification Frequently Asked Questions

### How do I document Community Service?

1. Review what hours Can and Cannot count for Bright Futures and CCA Graduation Requirements. See more details below and refer to CCA's High School Handbook for more information.
2. Students are encouraged to identify a need in their community and then connect with organizations who are meeting that need in our community.
3. Log community service hours on the **Community Service Log** form. When completing the Community Service Form, you will be asked to reflect on your experience.
4. You will need to complete the Certification Form for each organization where you serve, whether you serve one time or many times over the course of weeks, months, etc. Do not combine volunteering with multiple organizations on to one form. Examples:
  - a. Volunteering at ECHO three hours each week for 12 weeks: complete one Log Certification Form, listing dates, hours, service provided and signatures.
  - b. Student serves with church youth group on a Saturday clean up for a local shelter and the next week, sorts blankets and diapers at a crisis pregnancy center: complete a separate form for each organization served. You will fill out one line of the log as well as provide all other required information.
5. Submit completed Log form(s) via Formsite link (found in Jupiter and on CCA's website)
6. The first time you use Formsite, you will create a username and password. **Be sure to write down the login credentials to use Formsite for future document submission and to track your total hours.**

### What Hours Cannot Count for Graduation and Bright Futures?

1. An activity for which a student benefitted financially or materially for the volunteer service worked (i.e. work in exchange for lessons/classes)
2. Family-related activities or service to family members (i.e. babysitting, completing chores, etc.)
3. Service work that earns the student academic credit
4. Service that benefits ONLY those who are part of your church and its congregation (i.e. setting up/taking down chairs; nursery service during worship services, etc.)\*

**NOTE: Church sponsored activities that ARE acceptable include mission trips, community cleanup events, vacation Bible School, etc.**

### What types of organizations need volunteers?

Food Banks & Soup Kitchens	E.C.H.O.	The Red Cross
CCA & other non-profit schools or mentoring organizations	Habitat for Humanity	Lee Health Volunteer Teen Program
Community Gardens	Local Museums	Police/Fire Explorer Programs
Animal Shelters	American Cancer Society and other similar organizations	Political Campaigns
Homeless Ministries: Blankets & Blessings and others	Teen Court	Lighthouse of SWFL – serving blind and visually impaired
Crisis Pregnancy Centers	Beach/Park Clean Up	County Library System
Ministries that support Foster Care Families	Local Nature Conservancies	GiGi's house and similar ministries

\*If this presents a barrier to earning community service hours required for graduation, contact the Guidance Counselor to discuss their situation and may be asked to make a formal request for an exception subject to administration approval.

# Classical Christian Academy Community Service Log and Hours Certification

Student Name: \_\_\_\_\_

What social, civic or professional need is your community service addressing?

\_\_\_\_\_

Name of Organization: \_\_\_\_\_

Location (City): \_\_\_\_\_ Phone: \_\_\_\_\_

Log of hours, dates, tasks/activities and name of supervisor:

DATE	TIME SPENT	Tasks/Activities Completed – Include name of supervisor

\*attach separate log sheet if needed

Cumulative number of service hours spent with this organization: \_\_\_\_\_

\_\_\_\_\_  
Signature: Organization Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Reflection:** What did you enjoy and learn from your service experience? (response requires a minimum of three sentences)

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date