



CFK ACADEMY

5901 College Road | Key West, Fl 33040 | 305.292.2400
<https://www.cfk.edu/cfkacademy/>

CFK Academy Community Service Form

This is to certify that _____, a student from
The College of the Florida Keys (CFK) Academy, has performed volunteer service on
the date and at the location listed below.

Name of Organization/Non-Profit/Event: _____

Address/Location: _____

| Date of Event | Time In | Time Out | Total Hours Per Day |
|---------------|---------|----------|---------------------|
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| | | | |

Specific duties/services student performed: _____

Supervisor Name (please print) _____

Supervisor Signature _____ Title _____

Date ____/____/____ Phone Number _____

Date entered: _____



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COMMUNITY SERVICE PROGRAM

The purpose of the high school community service program is to encourage students to undertake volunteer activities in Monroe County. Community service is defined as volunteer hours donated to a non-profit organization. Students give back to the community by sharing their talents, time, and resources. Moreover, completion of minimum numbers of service hours is one requirement of the Florida Bright Futures Scholarship Program as well as of other scholarships.

COMMUNITY SERVICE CONDITIONS

- Service must be for non-profit agencies.
- Community service hours must be volunteer hours and must meet a community need.
- The student may not benefit financially or materially (e.g., a student may not be paid, nor may they receive free tuition to a summer camp in exchange for volunteer hours), and it cannot be service to family members, including step-relations.
- The agency where the community service hours were earned should provide documentation on agency letterhead of the number of hours and dates of service completed. The supervisor signing off may not be a relative.
- Community service hours may be served with a wide variety of organizations. Examples of acceptable agencies include (but are not limited to) churches, libraries, nursing homes, animal shelters, food banks, homeless shelters, etc.
- Community service hours must be served outside of the regular school day.
- Students may not receive academic credit for these hours.
- Hours served as part of the expectations for participation in or fundraising for a club or class event cannot count as community service.
- Work done to promote a particular religious or political viewpoint or for personal gain cannot count as community service hours.
- Trainings/workshops or meetings of any type are considered personal enrichment and may not be counted as community service hours. However, when the training translates into a community project, the student may then submit the hours for the training as well as for the service activity performed as a result of the training.
- Community service forms should be returned to the front office to be entered as part of the student transcript.
- Any activities that are in question may be reviewed by the CFKA Administration.
- Court-ordered community service does not count for purposes of this program.
- Service can be performed at any time during high school but must be completed by the date of high school graduation. Hours completed after graduation cannot be counted toward the Bright Futures requirement.