

# VOLUNTEER SERVICE AGREEMENT

**Student:** Please complete this Volunteer Service Agreement including required signatures and return to your school counselor for pre-approval prior to beginning any volunteer service activities.

\_\_\_\_\_ will allow \_\_\_\_\_ to donate service hours to the  
(Service agency) (Student name)  
above named organization for the purpose of gaining experience in providing service to the community.

**In accordance with s. 1009.534, F.S., the participants agree to the following:**

**I. THE SERVICE AGENCY AGREES TO:**

- Assign the student to a mutually agreeable schedule that does not interfere with the student's regularly scheduled school day
- Document the student's attendance
- Provide any appropriate observation and/or training
- Provide documentation letter on agency letterhead that indicates the volunteer service hours which is signed by the student, the student's parent or guardian, and a representative of the organization for which the student worked, including dates of service and activities

**II. THE STUDENT AGREES TO:**

- To identify a social, civic issue, or a professional area of interest
- Develop a plan for personal involvement in addressing the issue or learning about the professional area, as well as evaluating and reflecting on such experience through papers or presentations
  - Please attach plan to this document for approval (form provided)
- Serve the assigned service agency in order to receive training and volunteer experience
- Adhere to all rules and regulations of the organization and always act in ethical manner
- Participate in any required training sessions. Develop knowledge and skills necessary to provide effective service to the organization and its clients.
- Be responsible for providing own transportation to and from the site, as necessary
- Be punctual and attend all scheduled hours

**III. FINAL CONSIDERATIONS:**

- Volunteer service work for the Bright Futures scholarship must be volunteer work and prohibits any student from receiving remuneration or academic credit for such work
- Final paper or presentation evaluating and reflecting on community/volunteer service performed is required

**Signatures of Agreement:**

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School Counselor/Designee signature: \_\_\_\_\_ Date \_\_\_\_\_

