

Dear Students and Parents,

Maclay School encourages all students to be involved in **community service** for a number of reasons. Most important is the way that helping others enables young people to grow in maturity and to broaden their world view. Other benefits include:

1. The Bright Futures Scholarship for Florida universities requires a minimum of **100** recorded service hours during high school for their top award.
2. Community service is often a criterion of college admissions or of other scholarships.
3. Juniors and Seniors interested in the National Honor Society, must meet the four criteria for admission: scholarship (A- GPA), leadership, character, and **service**. Maclay School expects candidates for NHS to have a commitment to service; they must have on record an **AVERAGE of 36 hours per year**. A candidate for NHS for 2015-16 **must** have recorded this minimum number of service hours **by Friday, September 5th**.

Students may get involved in service in many different ways. They may join a school service club (Maclay Community Service Club for underclassmen, Anchor, or Key for upperclassmen); service clubs require a **minimum of 36 service hours per year**. Alternatively, students may work through any community agency. In order for a student to get credit for his/her community service, **the following criteria must be met:**

1. The work must be unpaid, volunteer service which benefits the community (typically for a non-profit or community-based event.)
2. **An adult supervisor must keep track of hours.**
3. A letter certifying hours must be delivered electronically or in person to the Dean of Students. This letter must be on official stationery of the sponsoring organization (or you may substitute the enclosed Maclay community service record) and should include the following:
 - a. Date(s) of service;
 - b. Total number of hours served;
 - c. Brief description of type of work done;
 - d. Organization name and the supervisor's printed name and signature.
4. Students access an online database (www.maclayservice.org) to record and view recorded service hours. Rising 9th graders and students new to Maclay will receive more information in the fall.

Feel free to make as many copies of the enclosed service record form as you may need; this form is also available on the community service webpage. (<http://www.maclay.org/Page/3026>)

Examples of work which will **NOT** be considered community service include: any paid work; working in dad's office; working at home for one's own family; helping someone to make a profit ("volunteer" work at a business). These experiences are still beneficial to the student and may be considered a work study or unpaid internship.

Check the community service webpage to find opportunities this summer for volunteers to work and earn hours. We encourage everyone to get involved in our community this summer.

Thank you for your support.

Heather Bas, Dean of Students (hbas@maclay.org)