MIAMI LAKES EDUCATIONAL CENTER
COMMUNITY SERVICE GUIDELINES/REQUIREMENTS

Miami Dade County Public Schools requires a community service project for graduation. Community service hours need to be completed between the beginning of ninth grade and before the winter break of senior year.

➢ Beginning with the class of 2020, Miami Lakes Educational Center requires that all students complete a minimum of 25 hours of community service per year.
➢ Students working toward the Florida Bright Futures Florida Academic Scholars Award need 100 hours of community service.
➢ The Superintendent’s Diploma of Distinction and the Florida Bright Futures Florida Medallion Scholars Award each require a minimum of 75 hours of community service.
➢ Florida Bright Futures Florida Gold Seal Vocational Scholars Award requires a minimum of 30 hours of community service.
➢ A community service cord to be worn at graduation will be issued to students completing 250 community service hours or more.

Step 1: Select your community service project.
➢ Students may fulfill the community service graduation requirement at Miami Lakes Educational Center and/or at a non-profit organization or agency in the community.

Step 2: Select the location for your community service.
➢ The non-profit organizations and agencies listed below typically welcome volunteers. It is the student’s responsibility to ensure that the organization they choose is non-profit.

- United Way agencies/charities
- daycare centers (non-profit)
- public schools
- city/county governments
- civic organizations
- parks and recreation centers
- convalescent homes/hospices/hospitals (non-profit)
- political organizations
- religious organizations
- cultural centers/museums (non-profit)
➢ Below is a list of for-profit businesses or organizations that do not meet the acceptable community service requirement.

- Industrial firms
- professional offices/dental/doctor
- retail stores
- restaurants
- motels/hotels
- barber/beauty shops
- gas stations
- realtors

Step 3: Perform and document the community service.
➢ In-house (MLEC) community service – The Community Service Activity Log must be correctly and fully completed by the student as well as signed by the student, parent/legal guardian, and a faculty member and/or club sponsor prior to submitting to school counselor.
➢ Off-campus community service – Students must have both a Community Service Activity Log and a letter on letterhead from the organization stating the number of hours completed prior to submitting to school counselor. Hours must be logged on a daily basis. Both the letter and Community Service Activity Log need to be originals and signed by the supervisor, student, and parent/legal guardian.
➢ Hours performed for academy certification (CTE) may not be submitted as community service hours.

Step 4: Submit original forms with required signatures to your counselor.
➢ Upon satisfactory completion of community service hours, the student will submit the required paperwork to their counselor who will then enter the data into the computer. Students need to make a copy of community service hours for their own record prior to submitting to counselor.
MIAMI LAKES EDUCATIONAL CENTER
COMMUNITY SERVICE ACTIVITY LOG

Student’s Name ___________________________ ID#_________________________ Grade Level___________

Supervisor’s Name_______________________ Organization_________________________ Total Hours______

<table>
<thead>
<tr>
<th>Date</th>
<th>Community Service Activities (Description of Activities)</th>
<th>Number of Daily Hours</th>
<th>Supervisor’s Signature (Person Verifying Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Florida Bright Futures require the following minimum community service hours: Florida Academic Scholars-100, Florida Medallion Scholars-75, Florida Gold Seal Vocational Scholars-30. The Superintendent’s Diploma of Distinction requires 75 hours. The Community service cord to be worn at graduation maybe earned with a minimum of 250 community service hours. I understand and I agree with these minimum requirements.

Parent/Guardian Signature: _____________________________________________________________

Student’s Signature: ________________________________________________________________