

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 **must** have this minimum number of service hours officially recorded with the school.

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:**

- The work must be unpaid, volunteer service which benefits one or more members of the community (typically working for a non-profit or at a community-based event.) Specific work for a for-profit company that directly benefits the community will count; please just describe the work with detail. ***Unpaid work that financially benefits a For-profit company or a family business is considered an internship or work-study, and not community service.***
- An adult supervisor must certify the hours. There are few exceptions to this rule. 3. Documentation certifying the hours must be presented to the Dean of Students. This must be on official stationery of the sponsoring organization, on a Maclay Community Service Record form, or originate from the organization's and/or adult sponsor's email.
- Documentation must include the following: Date(s) of service; Total number of hours served; Brief description of type of work done; Organization name and the supervisor's printed name and signature (if not on supervisor's/organization's email.)
- Enter the hours as a new record on the Portal
 1. Visit www.maclay.org/grades and log in.
 2. Select "Navigation"
 3. Select "Ecollect Forms"
 4. Select "Student Info"
 5. Select "Upper School Community Service Record"
 6. Check for duplicates against any approved records that are listed first.
 7. Click "Add Row" to enter new service records (keep selecting "Add Row" to enter multiple records at one time) and click "Submit"* to finish the process.

*If you do not see a pop up "Thank you for your submission" screen, you need to clear the cache of your computer. This is a fancy French word for storage. You do not want to clear anything else, especially auto-fill. Go to your settings and look at "Browsing History" or just Google it!

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