**INSTRUCTIONS FOR COMPLETING AND DOCUMENTING**

**C.W.M.P. COMMUNITY SERVICE HOURS**

**How many hours are required?**

Each student attending the Center for Wellness and Medical Professions must complete 200 volunteer community service hours. This is a mandatory requirement for graduation from the Center for Wellness and Medical Professions.

**Do the volunteer hours have to be in medical work?**

At least 100 hours must be in a medically-related setting.

**When may I start?**

You may start your volunteer hours in the summer between 8th and 9th grade but these hours will **NOT** be counted towards the Bright Futures community service requirement.

**\*NOTE\* Students will receive information regarding community service hours required for the Bright Futures Scholarship after starting ninth grade. For additional information go to: http://www.floridastudentfinancialaid.org/ssfad/bf/acadrequire.htm**

**How do I document my hours?**

All hours must be documented. The magnet office does have a form that can be used. The student is responsible for completing all part**s** of the form except the supervisor’s signature. Show the form to the person supervising your work the first day you volunteer. Mutually decide when and how often the supervisor will sign-off on your work. The supervisor’s signature must include first and last name and phone number. Please inform your supervisor that we may call him/her for verification.

**May I document more than 200 hours?**

Yes.

**May my supervisor be a family member?**

**No**

**Where do I turn-in my completed forms?**

Turn-in all completed forms to your guidance counselor when you have completed all 200 hours. Make copies of your completed forms for your records before giving the originals to the office. **All 200 hours are due to the CWMP office no later than May 1 of the student’s senior year.**