

LEAD Scholars Academy

Service Requirements

LEAD Scholars are expected to be contributors to society rather than collectors. The service component of the LEAD Scholars Academy allows students to initiate change in the community. LEAD Scholars plan and execute service projects related to their own interests.

First-year LEAD Scholar students will have the flexibility of doing a group project (where LEAD Scholars coordinate a visit to an agency), a class project based on the Foundations of Leadership, or 15 individual community hours in LDR 2001. Students enrolled in LDR 2002 are required to complete a group service project as part of their class and submit a minimum of 15 service hours. However, second year students will be required to complete 25 hours in LDR 3215 with a service agency approved by the instructor for their specific service area and 15 hours in LDR 3950. If you are enrolled in an online course 75 hours of service is required.

The first step to volunteering in the community is being partnered with a local agency. Volunteer UCF (VUCF) is the volunteer opportunity clearinghouse for the UCF community. LEAD Scholars Academy partners with VUCF and the Burnett Honors College to identify service sites and facilitate placement of LEAD Scholar students for service opportunities that best fit their interest, talents, and majors. However, LEAD will only recognize **active** service hours that directly benefit a nonprofit agency. Service hours that are considered **passive** will not be accepted.

Keep in mind, service hours can only be performed during Fall and Spring semesters. Service performed during Summer and Winter Break when classes are not in session *will not* be credited toward the service requirement. All service hours are verified; therefore, students are required to submit a service verification form through the online portal **within 30 days of the service start date**. Early submission is highly encouraged. This will allow for resubmission of forms in the event there are errors, or a form is incomplete. The service verification form can be obtained through the LEAD Scholars Academy office as well as the website and **MUST** include the following:

- Date of service
- Detailed description of service task and the number of hours completed
- Signature, position title and date from the authorized agency representative (*not to be completed by the student*)
- Valid email and contact number of representative

Please note, the service verification form is to be completed in its entirety. Incomplete forms are subject to an automatic denial of service hours. Additionally, LEAD Scholars Academy staff reserve the right to determine an appropriate service site and hours. If there is uncertainty when selecting an agency, ask a staff member for clarification before completing the service.

If orientation is necessary in order to volunteer with a particular organization, approval of those hours will be evaluated on a case by case basis.

To aid in your selection of service performed the following are a few examples of service hours that *will not* be accepted:

- Service completed with for profit agencies (an organization whose primary purpose is to make a money i.e. employment).
- Service hours through leadership or class requirements.
- Any volunteerism for LEAD events (i.e. set up, break down, or creating decorations for lead events, including tailgates).
- Ministry of music for church, tabling/passing out flyers, bucketing.
- Service hours through leadership positions or class requirements outside of LEAD Scholars Academy.
- Service hours through involvement in a club or organization (member meetings, practices, recruitment, performances, etc.).
- Babysitting family members or neighbors' child(ren).
- Volunteering at a family member's business
- Donating food/supplies for hours.
- Travel time to and from a service activity.

Philanthropic Service

Knight-thon/Relay for Life

- Bucketing/fundraising can count as additional hours leading up to the Knight-thon or Relay event.
- A maximum of 10 hours can be earned for participating in Knight-thon Dance Marathon or Relay for Life as all hours are not directly benefiting the non-profit agency.

Greek Organizations

What Counts:

- Facilitating your chapter's philanthropy event can count as service (i.e. handing out water to runners or facilitating check-in during a 5K your organization is hosting (and benefiting a nonprofit agency).

What Doesn't Count:

- Practice for a philanthropy competition (i.e. practice for ZTA Lip Sync).
- Participating as a competitor in a Greek competition (i.e. being on a team for DZ Hike for Hearing).
- Attending a philanthropic event your organization did not host such as KD Shakedown or Zeta Lip Sync.
- Tabling or passing out information for Greek events such as partial proceeds.