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:

1. Date of service
2. Detailed description of service task and the number of hours completed
3. Signature, position title and date from the authorized agency representative (*not to be completed by the student*)
4. 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.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 to volunteer with a organization, approval of those hours will be evaluated on a case by case basis.

Service is defined as contributing time, skills, gifts, and talents to a non-profit agency or institution. To aid in your selection of service performed please note the following:

**Accepted Service Hours**

* Service May include tabling for the purpose of raising awareness and money for an approved non-profit agency, organization, or institution.
* LEAD Scholars may plan and execute service projects related to their own interests, but it must be approved by LEAD staff.
* Student may use their LDR 2002 Agency Audit to provide 5 hours of service to a selected agency. The project time must include an interview with representatives of the agency and communicating the results of the audit.
* Religious activities (assisting in ofc., nursery, event setup/break down)
* Service hours related to the LEAD Scholars Academy must be approved prior to the event date.

**Service Hours Not Accepted**

* Service completed with profit agencies
* Any volunteerism for LEAD events (i.e. set up, break down, or creating decorations for lead events, including tailgates)
* Service hours through leadership positions and on campus clubs, organizations, or agencies (i.e. SGA, Res Life, CAB)
* 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 (or personal affairs)
* Donating food, supplies, or money 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.

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 Does not Count:

* 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.

**Service Form FAQs**

Where can students find service hour forms?

* *In the LEAD Scholars office and on the LEAD Scholars website.*

What type of service hours does the LEAD Scholars Academy recognize?

* *LEAD will only recognize active service hours that directly benefit a nonprofit agency.*

When are service hour forms due?

* *Service forms are due 30 days from the start of the service.*
* *Service form submissions after the 30-day deadline will be denied.*

Can Service hour forms be turned in to the LEAD Scholars front desk?

* *No, service forms must be uploaded through the student portal for students to receive credit.*

Can service hours be performed during Summer and Winter break?

* *No, credit will only be given for service hours completed during the Fall and Spring semesters.*

Who can best assist me with questions about service forms?

* *The LEAD scholars’ front desk or Dr. Germayne Graham*

Are service hours verified?

* *Yes, agency supervision forgeries or providing false information will result in an academic integrity violation and notification to student conduct.*
* *Service hours that cannot be verified will result in denial.*

Are LEAD service hours required?

* *Yes, failure to**complete the required number of service hours per semester will result in probation and forfeiture of the $200 stipend at the end of the semester.*

Are virtual service opportunities available?

* Yes, a list of opportunities can be found here: <https://lsa.sdes.ucf.edu/lead/resources/>

How should tasks completed be listed on the service hour form?

* *Each task should be listed on a separate line with the amount of time spent on each.*

Who should complete the Agency Information section on the service form?

* *The agency representative. Students should not write in this section.*
* *This section should have a valid email address and phone number.*
* Faculty should not sign a service form without checking with LEAD staff first.

Are incomplete service forms accepted?

* *No, a service forms must be competed in its entirety. Incomplete service forms are subject to denial.*

Will credit be given for attending volunteer orientation with an agency?

* *If orientation is necessary, approval of hours will be evaluated on a case by case basis.*

How many hours can be earned for participating in the Knight-thon Dance marathon?

* A maximum of 10 hours can be earned