SERVSCRIPT PROGRAM

CENTER FOR
LEADERSHIP
&
SOCIAL CHANGE

Through participation in the ServScript Program, Florida State University students can record their hours of service to the community on their official academic transcript.

To participate:

1. Visit http://www.thecenter.fsu.edu/ServScript-Program for instructions, criteria, and FAQs.
2. Download a ServScript form from the website or stop by the Center for Leadership and Social Change to pick one up.
3. Keep track of your completed service hours throughout the semester using the ServScript form.
4. Transfer written entries from the form to the online ServScript system (my.fsu.edu, Student Services, ServScript application).
5. Submit completed service hours for review **by the deadline** for the current semester (last day of the semester by 11:59pm).

To qualify for the ServScript Program, service hours:

✓ cannot be court ordered or sanctioned
✓ must be unpaid
✓ must benefit or contribute to the solution of a community need

Types of service include:

- **DIRECT SERVICE** Examples: • Cook/serve/deliver food for the homebound or homeless • Tutor, mentor, or coach youth • Visit with the elderly
- **INDIRECT SERVICE** Examples: • Participate in an environmental project • Build low-income housing • Fundraise for a nonprofit beneficiary
- **RESEARCH SERVICE** Examples: • Work in a laboratory that contributes to the solution of a community need • Test water to assist with restoration efforts
- **ADVOCACY SERVICE** Examples: • Conduct information campaigns • Lobby on behalf of a community issue • Conduct nonpartisan voter registration drives

Examples of Community Need Areas:

Animal Care, Arts/Culture, Children/Youth, Criminal Justice, Crisis/Counseling, Disaster/Emergency Services, Disabilities, Domestic Violence, Education, Environmental Programs, Gender Issues, Health/Wellness, HIV/AIDS, Homelessness, Hunger, Info & Referral, Legal Services, LGBT Issues, Mental Health, Neighborhood Improvement, Parks and Recreation, Senior Services, Sustainability, etc.

If you have any questions or concerns about the ServScript Program, contact the Center for Leadership and Social Change.
850-644-3342 | servscript@admin.fsu.edu | Dunlap Student Success Center, 100 S. Woodward Avenue

IMPORTANT DEADLINES	**TERM**	**FIRST DAY TO RECORD SERVICE**	**LAST DAY TO RECORD SERVICE**
	Spring 2015	December 13, 2014	May 1, 2015
	Summer 2015	May 2, 2015	August 7, 2015
	Fall 2015	August 8, 2015	December 11, 2015

First Name _____ M.I. _____ Last Name _____

Phone _____ Alternate Phone _____ FSU Email Address _____

Begin Date/Time in	End Date/Time out	Hours	Agency Name		Service Task	Service-Learning Course #	Course Instructor's Name
1/14	*3/15*	*45*	*Pineview Elementary*		*Mentoring*	*EDG 2701-01*	*Smith*
Print Agency Supervisor's Name:			Supervisor's Signature	Supervisor's Title	Supervisor's Phone Number	Supervisor's Email	
Jane Doe			*Jane Doe*	**Teacher**	**(850) 555-5555**	*jdoe@leon.k12.fl.us*	

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TOTAL HOURS		Office Use Only Data Verified By:_____	Staff Comments: _____

I certify that the hours recorded on this form coincide with the hours recorded online in the Service Tracking System, and that they have been entered accurately. I further understand that my hours are subject to audit and approval by the ServScript Program Review Committee. Signature _____ Date _____