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

**Steps to Record Service:**
1. Visit [http://www.thecenter.fsu.edu/ServScript-Program](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 issue
- must have third-party verification, ideally not an individual who directly benefited from the service

**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 non-profit 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, Children/Youth, Criminal Justice, Crisis/Counseling, Disaster/Emergency Services, Disabilities, Education, Environmental Programs, Health/Wellness, Homelessness, Hunger, Legal Services, LGBT Issues, Mental Health, Senior Services, 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
I certify that the hours recorded on this form coincide with the hours recorded online in the ServScript Program, 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 ___________