



# THE CENTER FOR LEADERSHIP & CIVIC EDUCATION

100 S. Woodward Avenue, Tallahassee, FL 32306-4161  
Phone 850.644.3342 | Fax 850.644.3362  
servscript@admin.fsu.edu | www.thecenter.fsu.edu

Through the ServScript program at Florida State University, you can record your hours in service to the community on your official FSU transcript. Your transcript is a permanent record of your academic achievements and a direct reflection of your college career to potential employers and graduate and professional schools.

## ServScript Guidelines

- In order to participate in the ServScript program, you must complete your volunteer profile online through Blackboard (go to Secure Apps, click on My Service Hours).
- **Keep track of your service hours using the ServScript form. All information on the ServScript form is also required online through Blackboard (go to Secure Apps, click on My Service Hours). In the event of an audit, a completed ServScript form will be requested. Incomplete entries are not accepted.**
- Tasks performed must meet the program criteria as determined by the Center (see ServScript Criteria). All hours submitted are subject to audit and review by the ServScript Review Committee. Please contact the Center if you are unsure if your service will meet the ServScript Program criteria. Only Center Staff can confirm if service meets the criteria for the program.
- Service must be completed at an agency or organization whose mission involves meeting the needs of the community.
- Service hours can only be submitted for the current semester. Service hours from a previous semester are not accepted.
- All service hours must be entered online (through Blackboard) no later than the Friday before final exam week of the current term. The due date will be the last day to complete hours for that semester (please see other side for deadlines).
- If service is completed at the same agency over a period of time (for the current semester), a range of dates may be used to record that service. See example on the reverse side.
- Please direct any questions to us at 850.644.3342 or servscript@admin.fsu.edu.
- For statistical purposes, the Center for Leadership & Civic Education would like to distinguish between those activities that were offered through your courses (Service-Learning) and those that were not. If an activity was completed for a class, please include the course designation, section number and course instructor's name for each service activity.

## Examples of Community Need Areas

Animal Care • Arts/Culture • Children/Youth • Criminal Justice • Crisis and Counseling • Disabled Services • Disaster/Emergency Services • Domestic Violence • Education (PK-12, adult education, higher education, special education) • Environmental Programs • Family Services • Government (city, county, state, federal) • Health Services (addiction, dentistry, emergency, family planning, mental, nursing, nutrition, pediatric, seniors, etc) • HIV/AIDS • Homelessness • Hunger • Info & Referral • Legal Services • Literacy • LGBT Issues • Men's Issues • Neighborhood Improvement • Parks and Recreation • Women's Issues • Senior Services

## ServScript Criteria

- **DIRECT SERVICE** *engages students in person-to-person contact with those in need.* Examples: Cook/serve/deliver food for the homebound or homeless • Staff a health clinic • Teach English as a second language • Tutor, mentor, or coach youth • Visit with the elderly • Serve meals in a shelter for the homeless.
- **INDIRECT SERVICE** *meets a clear need but has benefits to the larger community.* Examples: Plan drug, violence, or disease prevention programs • Assist with disaster services • Participate in an environmental project • Serve in urban renewal projects such as mural or house painting • Build low-income housing • Fundraise with direct interaction with a nonprofit beneficiary.
- **RESEARCH SERVICE** *involves students in collecting information for the public interest or welfare.* Examples: Work in a laboratory that meets a community need • Conduct energy audits in public buildings • Test water to assist with restoration efforts • Conduct research to protect endangered species.
- **ADVOCACY SERVICE** *allows students to lend their voices, writing ability, and other talents toward an issue in the public interest.* Examples: Conduct information campaigns • Draft legislation that helps or protects the community • Lobby on behalf of a community issue • Conduct nonpartisan voter registration drives • Organize a nonpartisan letter writing campaign for a social issue.

I have read and understand the ServScript guidelines and criteria. I am aware that the service activities I submit are subject to audit by the ServScript Review Committee, who may determine that the activities completed do not meet the ServScript guidelines and criteria.

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Signature

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Date

Check appropriate box:

☐ Fall ☐ Spring ☐ Summer

Year \_\_\_\_\_

**ONLINE DEADLINES**

Spring: April 20, 2012

Read and sign the reverse side before completing this form.

TERM

Spring 2012

FIRST DAY TO RECORD SERVICE

December 10, 2011

LAST DAY TO RECORD SERVICE

April 20, 2012

FSU ID (for entry purposes) ex. abco8 \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Begin Date <i>10/15</i>	End Date <i>11/8</i>	Hours <i>17</i>	Agency Name <i>Pineview Elementary</i>	Service Task <i>Mentoring</i>	Service-Learning Course # <i>EDG 2701-01</i>	Course Instructor's Name <i>Smith</i>
Print Agency Supervisor's Name <i>Jane Doe</i>			Agency Supervisor's Signature <i>Jane Doe</i>	Supervisor's Phone Number <i>(850) 555-5555</i>	Supervisor's Email <i>jdoe@leon.k12.fl.us</i>	

Begin Date	End Date	Hours	Agency Name	Service Task	Service-Learning Course #	Course Instructor's Name
Print Agency Supervisor's Name			Agency Supervisor's Signature	Supervisor's Phone Number	Supervisor's Email	

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Print Agency Supervisor's Name			Agency Supervisor's Signature	Supervisor's Phone Number	Supervisor's Email	

**TOTAL HOURS**

Office Use Only

Data Verified By: \_\_\_\_\_

Comments: \_\_\_\_\_

**NOTE: Please keep track of your service hours using this ServScript form. All of the information on this form is also required online.**

**Once your hours have been submitted online, you need to keep this form for your personal records, in the event your hours are audited.**