



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

To qualify for the ServScript Program, service hours:

- ✓ Cannot be court ordered or sanctioned
- ✓ Are unpaid
- ✓ Benefit the general community or contribute to the solution of social issue
- ✓ Are verifiable and witnessed by a third-party individual (supervisor).

Steps to recording service:

1. Visit thecenter.fsu.edu/ServScript
2. Download a ServScript form
3. Keep track of your service hours using the ServScript form.
4. Transfer completed hours to the online ServScript system.

Tips for accurate recording:

- The supervisor must be someone who witnessed and can verify the number of hours you completed at the agency. ***The supervisor is not the individual who directly benefited from your service. You cannot serve as your own supervisor.***
- Hours recorded must be the exact same amount of time that you were engaged in service. ***Hours cannot be doubled or associated with a number of donated items.***
- ***The agency is the nonprofit organization/agency that directly benefited from your service, not generally the student organization you served with.***
- The online ServScript system requires students to reflect on their service experience. ***Be sure to fully answer the prompt,***

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



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|----------------------|----------|----------------------|------------------|------------------|------------------|---------------------------|----------------------------------|
| Start Date | End Date | Hours | Agency | | Task | Service Learning Course # | Instructor Name |
| Supervisor Full Name | | Supervisor Signature | Supervisor Title | Supervisor Phone | Supervisor Email | | Student Organization Served With |
| Start Date | End Date | Hours | Agency | | Task | Service Learning Course # | Instructor Name |
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For each entry, please respond to the following prompt on a separate sheet of paper: Please tell us how the community benefited from your service experience.

TOTAL HOURS: _____



ServScript PROGRAM

**IMPORTANT
DEADLINES**

TERM

Fall 2018

Spring 2019

Summer 2019

FIRST DAY TO RECORD

August 4, 2018

December 15, 2018

May 4, 2019

LAST DAY TO RECORD

December 14, 2018

May 3, 2019

August 2, 2019

First Name _____ M.I. _____ Last Name _____

Phone _____ Alternative Phone _____ FSU Email Address _____

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