Town of Southwest Ranches

Volunteer Guidelines for Town Scholarship Eligibility

Purpose:
To establish clear and consistent guidelines for student volunteer hours that qualify toward the Town of Southwest Ranches Scholarship Program.

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1. Authorized Signatories

Only the following individuals are permitted to verify and sign off on student volunteer hours:

- Members of the **Schools and Education Advisory Board (SEAB)**
- **Town Staff** who have been **identified and authorized by the SEAB**

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2. Eligible Volunteer Activities

- Only **authorized Town-sponsored events** are eligible for students to earn volunteer hours toward the Town Scholarship.
- Events must be **pre-approved** by the SEAB to qualify.

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3. Outside Event Approval

- Any **non-Town event** (e.g., hosted by residents or outside organizations) **must be submitted to the SEAB for review and approval** prior to students participating.
- **Residents or event organizers may not independently authorize volunteer hours** for students without SEAB approval.

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4. Hour Calculation

- Unless otherwise specified for a particular event, **volunteer hours will be credited on a 1:1 basis** (1 hour of service = 1 volunteer hour earned).

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5. Student Responsibility

- Students must **personally complete** their volunteer hours in service to the Town.
- **Parents or guardians may not earn hours on behalf of students** under any circumstances.

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6. Documentation Requirements

- All volunteer hours must be documented using the official **Town Volunteer Log Form** and signed by an authorized SEAB member or designated Town staff.
- Forms must be submitted by the deadline specified in the scholarship application packet.

Kathy Sullivan Service Award

In recognition of outstanding service to the Town of Southwest Ranches, the **Kathy Sullivan Service Award** will be presented annually to the scholarship recipient who earns the greatest number of approved volunteer service hours during the scholarship eligibility period.

The recipient will receive a **$500 cash award** in addition to the honor of being recognized for their exceptional commitment to serving the community. Only volunteer hours that comply with the Town's scholarship volunteer guidelines and are properly documented and approved will be considered.