



ESTERO HIGH SCHOOL

Bright Futures- Service Hours AND Work Hours Documentation Process

1. Print the updated Bright Futures packet. This packet is for volunteer service hours AND paid work hours. It is available on our EHS Student Services Website, under Bright Futures.
2. Review the guidelines/expectations to ensure that you can meet them.

You MUST get approval before you start volunteering or tracking your paid work hours.

3. To get approval, students must complete the Bright Futures Scholarship Volunteer Service or Paid Work Plan (Page 3 of the updated Bright Futures packet) and turn it into their School Counselor for review.

Mrs. Moschella: A-Gre

Ms. Hensley: Gri-Pal

Mrs. Schultz: Pam-Z

4. When students are ready to turn in their hours to be documented on their record at school, they must have:
 - a. A completed and approved Bright Futures Work Plan
 - b. A completed Bright Futures Service/Work Log
 - c. Verification of Hours
 - i. For Volunteer Hours: students must obtain a signed letter on agency letterhead.
 - ii. For Work Hours: students must have pay stubs from a business with an established Federal ID Number.
 - d. Presentation or Personal Response Essay (Chosen in Section 4 of the Bright Futures Work Plan).

**Students who are in OJT: be aware that you are NOT able to count the hours that you use for your OJT class as part of your work hours for Bright Futures.*