



An Outback Bowl Student Community Service Initiative

Student/Parent Dashboard Guide (8 Easy to Use Control Panel Boxes)

1. My Florida Bright Futures Plan (Step 1) **MUST** be completed before you can serve
 - a. Quickly and easily identify a social/civic issue(s) by checking boxes.
 - b. Develop your plan for personal involvement in addressing the issue(s).
 - i. Easy to modify and update as you discover and learn more about your cause(s)
2. Submit Service Hours & My Reflections (Step 2)
 - a. Select the pre-approved nonprofit and service opportunity from drop down.
 - i. **Important Note:** The nonprofits and associated service opportunities shown have been pre-approved by your counselor. If you want to do something that is not on the dropdown, you need to go to box 6 and submit to your counselor for approval.
 - b. Complete a Reflection - your brief thoughts on the activity (can be done now or later)
 - c. Enter date/time information, name of person signing, capture their signature and yours, acknowledge and then submit.
3. Parent or Guardian Approval (Step 3)
 - a. A quick thumbs up, capture their signature and it's automatically off to your counselor for approval!
4. View Approved Nonprofits
 - a. Discover all the nonprofits and associated service opportunities pre-approved by your counselor.
 - b. Select a nonprofit and view the contact information, location, description, and website links.
 - c. At the bottom of the nonprofit profile will be a scrolling list of preapproved service opportunities.
5. View Approved Service Opportunities
 - a. View the complete list of pre-approved service opportunities (Not there? Then create it in box 6)
6. Submit a Service Opportunity for Approval
 - a. If what you want to do is not listed, super easy way to submit the request to your counselor.
 - b. Select existing nonprofit or add a new nonprofit (if not listed) - If new, enter the nonprofit information and select the cause(s).
 - c. Enter service opportunity title and description of activity.
 - d. Check the Florida Bright Futures box and answer the 10 FBF questions and submit.
7. View Submissions
 - a. View Pending Nonprofit and Service Opportunities (waiting on counselor approval).
 - b. View Pending Service Opportunity Hours (waiting on counselor approval).
 - c. View Incomplete Submissions
 - i. Lightning Bolt – Needs a Refection
 - ii. Person Icon – Needs a Parent or Guardian Approval
 - iii. Edit Pen – Allows you to Edit Reflection only
 - d. View Rejected Service Opportunity Hours
8. View My Service History
 - a. A detailed history of your community service activities.
 - b. Ability to generate a printable transcript.