

*Florida
College*

JAMES R. COPE

A D O P T P R O G R A M

STUDENT PROCEDURES PACKET

*Please keep for reference throughout the year.
Read carefully as some changes have been made since last year.
Sign and return the signature page to Mrs. Terri Perconti
no later than Friday, August 28 through campus mail.*

Please read these pages carefully so you will have an understanding of all the rules and guidelines for the Adopt Program.

As an Adopt student, you must:



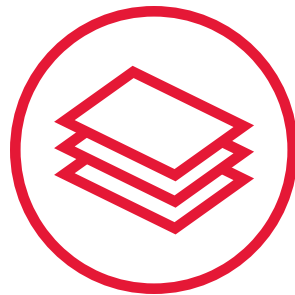
**MEET
THE
REQUIREMENTS.**



**WRITE
THANK-YOU
LETTERS.**



**COMPLETE
VOLUNTEER
HOURS.**



**TURN
IN
PAPERWORK.**



**ATTEND
ADOPT
RECEPTION.**



MEET THE REQUIREMENTS.

In order to be eligible for financial assistance from the Adopt Program, you must meet certain requirements:

- You must demonstrate financial need.
- You must maintain a GPA of 2.0 on a minimum of 12 credit hours per semester.
- You must write two thank-you letters each semester to each of your Adopt parents.
- You must complete 10 hours of volunteer service each school year.
- You must attend the Adopt Reception during lectures week.

There will be a \$100-per-day reduction in your Adopt award for every day past the deadline that your thank-you letters and volunteer hours remain incomplete. The maximum reduction will be \$500 and may jeopardize your award in future semesters. Missing deadlines places an Adopt recipient on probation. Failure to meet any future deadlines will result in zero future Adopt awards.

If you have any questions, please email Mrs. Terri Perconti at percontit@floridacollege.edu or call **813.988.5131 x112**.



WRITE THANK-YOU LETTERS.

You will receive a memo in your campus mailbox with your Adopt parents' names and addresses. Use this memo to complete your thank-you letters. Consider these guidelines when writing your thank-you letters:

- Review a sample letter.
- Write at least three paragraphs.
- Remain positive and sincere.
- Only include information you are comfortable sharing.
- Begin letters to anonymous donors with "Dear Anonymous Donor."

Your letters should be turned in to Mrs. Perconti in the administration building in an addressed, unsealed, stamped envelope. You should also attach your memo with your adopt parents' names and addresses to your thank-you letters. (See sample letter and envelope on following pages.)

The development office reserves the right to return any thank-you letter for rewriting that is determined to be inappropriate or insufficient.

(Continued)

Dear Anonymous Donor,

Fall semester is off to a great start! I have moved into my dorm and have started my college classes. My parents are very excited for me. They are both Florida College alums, and growing up, I heard so many great stories about their experience at FC. I am the oldest of three children. I have a brother, Kevin, who is 16 years old and a sister, Beth, who is 14. My father is a high-school history teacher, and my mother works in a doctor's office three days a week. My family is from Birmingham, Alabama. Choosing a Christian education was very important to me, so I am very happy about my choice to attend Florida College. I love it here!

I have the best suite mates. They are a lot of fun. I knew one of them from Florida College Camp, but I didn't know the other two, and we have all turned out to be great friends. We have so much in common. We've stayed very busy, participating in so many activities like on-campus devotions, the Fort Desoto picnic, joining a society and the MOSI singing to name a few. I also tried out for chorus. Unfortunately I didn't make it, but there is always a next time.

It's been exciting to meet so many new people and make new friends. I love going to chapel every day to hear a message from God's word. The singing is incredible! I have classes every day, starting at 8 a.m. I break for lunch at 11:30 a.m., and my school day is over by 3 p.m. It's great to have the rest of the day to study and be involved on campus. I have to say, I even think the food in the cafeteria is very good.

My professors are all so wonderful. They care so much for their students and are so approachable. They honestly care about me as a person as well as my grades. My major is liberal studies. I want to be a pediatrician, and getting a liberal studies degree will allow me the opportunity to get into a good medical school.

Florida College truly is my home away from home. I cannot thank you enough for adopting me and making all this possible. I hope to be able to be a part of the Adopt Program one day myself and be able to help other students the way you have helped me.

Sincerely,

Jane Doe

Your Name
119 N. Glen Arven Ave.
Temple Terrace, FL 33617

STAMP

Your Adopt Parent's Name
Their Address
City, State, Zip

SAMPLE
ENVELOPE



COMPLETE VOLUNTEER HOURS.

A total of 10 volunteer hours are due each school year; five hours are due each semester. All volunteer hours should be done on campus. Society, class and club hours may not be counted for Adopt volunteer hours. Any extra volunteer hours earned in the fall will be rolled over to the spring semester, and any extra hours that are left over after the spring semester can be counted for your society. Volunteer hours to be fulfilled off campus must be approved by Mrs. Perconti before the hours are completed or they will not count.

It is very important that volunteer hours are recorded on a volunteer hour form, which you can pick up in the development office, mailroom or library. These volunteer hour forms need to be filled out and signed by the person you helped. Forms should be turned in to Mrs. Perconti on or before the due date each semester.

RECOMMENDED ON-CAMPUS VOLUNTEER OPPORTUNITIES:

- Florida College athletics (see Pat Todd or Saif Alsafer)
- Office of admissions and retention services
(see Paul Casebolt; this may require a brief interview.)
- Library (see Wanda Dickey)
- Florida College Academy aftercare (call or stop by the Academy)

(Continued)

- FCA tutoring (see Mr. Wade)
- Dorm supervisors
- Mailroom (see Donald McLendon)
- Henderson Dining Hall
- Facilities
- Group projects announced periodically (check your school email daily)



TURN IN PAPERWORK.

Please mark the following deadlines in your calendar. Remember that a failure to meet the necessary deadlines may result in a reduction of your Adopt funds.

FALL

- **Monday, Sept. 21, 2015, at 5 p.m.:** First set of thank-you letters are due.
- **Monday, Nov. 16, 2015, at 5 p.m.:** Second set of thank-you letters and five volunteer hours are due.

SPRING

- **Friday, Feb. 19, 2016, at 5 p.m.:** First set of spring thank-you letters are due.
- **Friday, April 15, 2016, at 5 p.m.:** Second set of spring thank-you letters and five volunteer hours are due.



ATTEND THE ADOPT RECEPTION.

Please make your plans now to attend the mandatory Adopt Reception during lectures week at **10 a.m. on Wednesday, Feb. 3, 2016**. You will need to arrive at Henderson Dining Hall at 9:45 a.m. to pick up your name tag and greet your Adopt parents. This is a wonderful time to thank the people who are supporting your education.

Please sign your name on the line below, showing that you have read and understand all the rules, requirements and guidelines for being in the Adopt Program. If you have any questions, please email Mrs. Perconti at percontit@floridacollege.edu or call **813.988.5131 x112**.



REQUIRED STUDENT SIGNATURE PAGE

Please sign your name below showing that you have read and understand all the rules, requirements and guidelines for being in the Adopt Program and return to Mrs. Terri Perconti no later than **Friday, Aug. 28**, through campus mail.

If you have any questions, contact Mrs. Perconti.

STUDENT SIGNATURE	DATE
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