



SERVICE DOCUMENTATION

NOTE: ALL INFORMATION MUST BE COMPLETED and RETURNED FOR HOURS TO BE RECORDED

Name _____ **Year of Graduation** _____

As part of my dedication to service, I served in the following **community project(s)/event(s)**:

Name of Organization (1): _____

Address of Organization: _____

Phone Number of Organization: (_____) _____

Signature of Supervisor at Organization: _____

Time Served for Organization:

Date: _____ Hours: _____

Date: _____ Hours: _____

Describe Service Duties Performed: _____

† † †

Name of Organization (2): _____

Address of Organization: _____

Phone Number of Organization: (_____) _____

Signature of Supervisor at Organization: _____

Time Served for Organization:

Date: _____ Hours: _____

Date: _____ Hours: _____

Describe Service Duties Performed: _____

Student's Signature/Date Submitted: _____

Parent/Guardian Signature: _____

St. Joseph Service Coordinator's Signature (Dr. Hoover): _____

→ → → Please see reverse for details about Service Requirements → → →



“Lord, when did we ever see you hungry and feed you? Or thirsty and give you something to drink? Or a stranger and show you hospitality? Or naked and give you clothing? When did we ever see you sick or in prison and visit you?’ And the King will say, ‘I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!’” (Matthew 25)

Program Overview:

- Students are required to complete 40 hours of service for graduation. All hours must be completed outside of school hours. The Service Coordinator must approve exceptions.
- **Students can only earn 5 hours (of 40) serving St Joseph High School.**
- Students must complete at least 10 hours of service *each school year*. Students must have all 40 hours of service work completed by the last day of the third quarter of senior year. This is a graduation requirement.
- Students must participate in **at least 4 different forms of service at different organizations/locations**.
- Students are encouraged to exceed the 40 hour requirement.
- Students earning 250 or more hours, by the end of the first quarter of senior year, will be recognized at the end of their senior year for exceptional service to their community.
- For service hours to be recorded, students must submit the completed service Documentation Forms directly to the Service Program Coordinator (**Dr. Hoover**).
- Transportation to and from a service site is the responsibility of the student. Some group projects may allow for transportation provided by the St. Joseph community.

Reflection Essay: Students completing **10 hours (or more) in one location** will be required to type a 1 page, single spaced, 12 point font essay describing the service, its affect on someone in need and what you learned from the experience. In addition, **all students will write an essay about their overall experience with service** during the year. This requirement will be completed by all students during the 4th quarter of the school year and will follow a rubric that will be handed out in Religion Class.

Service Criteria:

To qualify for approval, a project must meet the following criteria:

- Benefit the community, needy individuals and/or groups in the community
- Not place students in any situation which would pose a risk to their health or safety
- Not place students in a situation that would be inappropriate for their age or background
- Any neighbor-in-need service must be channeled through an **approved community service site or pre-approved by the Service Program Coordinator**

Activities that will NOT qualify for service hour requirement:

- Any work for which the student is paid
- Any community service done as mandated by a court judge as punishment
- Participation in forms of worship (altar serving, lecturing, singing, etc.)
- Work done to promote any political party, lobbying, or special interest group
- Babysitting or caring for any family member

Don't let your Service Hours be an "obligation"!!! You're making the world a better place!!!

“Service which is rendered without joy helps neither the servant nor the served. But all other pleasures and possessions pale into nothingness before service which is rendered in a spirit of joy.”—**Mohandas Gandhi**