



# Guardian Angels Central Catholic Service Hour Report

## **To be completed by the student:**

Student's first and last name \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) service was performed \_\_\_\_\_ Location of service \_\_\_\_\_

Detailed description of service performed \_\_\_\_\_

For whom was the service offered? \_\_\_\_\_ Hours worked \_\_\_\_\_

Name of event or activity \_\_\_\_\_

Student's comments \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

## **To be completed by adult supervisor (other than parent):**

Adult Supervisor's Name \_\_\_\_\_

Adult Supervisor's phone # \_\_\_\_\_ Student's Performance \_\_\_\_\_

Did you find this service of value? Please explain. \_\_\_\_\_

Other comments? \_\_\_\_\_

**Adult Supervisor's Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

## **Guidelines for service hours:**

- \* A total of 40 service hours per year is required from each 9th-12th grader (10 hours per quarter) and 20 service hours per year (5 hours per quarter) is required from each 7th-8th grader
- \* Not allowed: service for immediate family living in your own home (i.e. babysitting, yard work, house cleaning chores, etc.)
- \* Not allowed: service for which a student is compensated
- \* Forms must be completed in full. Incomplete forms will be returned and hours will not be counted
- \* All service hour forms must be signed by a supervising adult other than a parent
- \* Completed service hour forms should be submitted to the student's religion teacher. Upon approval the hours will be posted on Sycamore
- \* Service forms must be turned in 2 weeks prior to end of the quarter to be counted for that quarter
- \* Service hours must be reported in the quarter in which the service was worked
- \* Summer hours will be counted during first quarter only
- \* It is recommended that students turn in ALL service hours worked, even after the requirement has been met, for award and scholarship purposes