

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Non-Profit Organization: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_  
(please print)

Phone: \_\_\_\_\_

Which requirement do these hours fulfill? (Please check one) \_\_\_\_ Graduation \_\_\_\_ NJHS

**Instructions:**

- Graduation REQUIREMENT is 15 service hours. NJHS Member have an ADDITIONAL 20 service hours (8 of which must be completed with the SPCS-NJHS Sword & Spirit Chapter).
- Students may earn a MAXIMUM of 5 hours ON CAMPUS. A MINIMUM of 10 hours must be earned OFF CAMPUS.
- Use a separate "record of service hours" form for EACH organization.
- All service hours completed during the summer must be submitted by the last Friday in August.
- All service hours completed in the first semester must be submitted by the last day of first semester.
- All service hours completed in the second semester must be submitted by the last Friday in April.
- **Service forms NOT submitted by the above deadlines will NOT count towards service hours requirements.**
- **This form is to be filled out by the student** (not parent or supervisor).

**\*\*Activities MUST be pre-approved in writing. Please EMAIL Mr. Coscarart & KEEP Email response for documentation.**

Description of Service (Written by Student)		
1. What service did you perform?		
2. Describe a need or problem your service addresses.		
3. Describe the impact of your service on the community.		
	<b>Total Hours</b> →	

Organization Supervisor's Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**\*\*\*I have followed the SPCS Community Service Guidelines and have not received money, completed these hours for a family member, or worked during school hours. Please return completed forms to Mr. Coscarat's Office.**

Office Use Only – Do Not Write in this Box

SPCS Community Service Administrator \_\_\_\_\_

Date Entered into Renweb \_\_\_\_\_