

Name of student \_\_\_\_\_ Homeroom: \_\_\_\_\_

**Understand that no service hours will be given for any function that is not a Sacred Heart Outreach approved event unless PRIOR authorization has been given by Mrs. Walton. Must ALWAYS wear blue SHS volunteer shirt and outerwear unless otherwise indicated on SignUp Genius.**

**For Questions please e-mail Mrs. Tatum [ktatum@sacredheartpalmdesert.com](mailto:ktatum@sacredheartpalmdesert.com)**



### Catholic Service Reporting Form

Can be attached

Photograph of Service preformed

Hours given: \_\_\_\_\_

Date of service: \_\_\_\_\_

Time of service: \_\_\_\_\_

Advisor: \_\_\_\_\_

Name of the Event or Organization

Description of service performed: \_\_\_\_\_

Where did you see God in this event? How did it strengthen your faith? \_\_\_\_\_

What was most rewarding? \_\_\_\_\_

What was most challenging? \_\_\_\_\_

Which SLE does this service reflect? \_\_\_\_\_

How strongly would you recommend this event to a friend? (Circle one)

0 – do not recommend      1 - slightly recommend      2 - recommend      3 - highly recommend

Reason for rating: \_\_\_\_\_

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Facility Signature

**Service Hours Information –**  
**Service Hours are 15% of Religion grade each trimester**  
**HONOR ROLL - 9 hours of service must be completed by the student**  
**to earn any honor roll/SLE awards.**

All students are required to complete 9 service hours each Trimester. No hours may be completed over summer for credit. The school will provide opportunities at school, at the Church, and within the community throughout the year. However, the school is not responsible to provide these hours for every student to complete all 9 hours. Opportunities should be sought by the student/parent outside of those offered by the school.

Requirements:

- 9 hours per trimester within the required trimester dates (cannot be carried over)
- Service must be completed in at least 3 separate events of service (maximum of 3 hours per event, unless otherwise specified)
- Community Outreach walks (i.e. Relay for Life, Race for the Cure, Alzheimer Walk) – maximum of 1 hour per walk (unless WORKING the event through a Sacred Heart sponsored opportunity)
- List of activities NOT eligible for hours include, but are not limited to, babysitting, cleaning out a closet for donations, working at a family business, dance studio, sports team, working at an organization without non-profit, Fall Carnival booths, etc
- Limitations include, but not limited to:
  - Charity Walk/Run participation – 1 hour per walk/run
  - Choir – 3 hours per trimester (must attend school Masses and events)
  - Altar Serving – 3 hours per trimester (must serve 3 Masses during the trimester and be registered to Altar Serve ahead of time at the Church)
  - National Junior Honor Society – must tutor during lunch and have form signed by Mrs. Menke or Mrs. Walton
  - Decathlon – must have form signed by Ms. Bazua or Mrs. Black
  - Baking/cooking for community service members (fire, police, etc) - 1 hour once **per school year**
  - Student Council – service must be provided after school hours (event set-up, clean-up, etc). The form must be signed by Ms. Uhl or Mrs. Richardson.
  - Babysitting/CPR/First Aid certification – once per school year
- All hours not communicated by the school through the Outreach Calendar website must be approved ahead of time by Mrs. Tatum ([ktatum@sacredheartpalmdesert.com](mailto:ktatum@sacredheartpalmdesert.com))
- All questions should be directed to Mrs. Tatum
- Service Hour Form – available at [school.sacredheartpalmdesert.com/jhservicehours](http://school.sacredheartpalmdesert.com/jhservicehours)
  - Must be completely filled out **including a picture of the student performing the service**
  - Must be signed by the facilitator at location where the hours were completed at the time the service is completed
- Dress Code at time of Service unless otherwise specified on the SignUp Genius (opportunities completed outside of SHS communicated events must follow the same dress code)
  - Blue SHS Volunteer shirt must be worn
  - School uniform bottoms, jeans, or Bermuda length shorts (no short shorts)
  - Tennis shoes
  - **SHS outerwear ONLY (sweatshirts/jackets must be SHS)**
  - **Failure to comply with ALL above requirements will result in a loss of service hours**
- Cancellations – Over 200 students are attempting to sign up for hours on SignUp Genius. Last minute cancellations and no-shows result in a loss of an opportunity for another student.
  - A minimum of 24 hour notice through a cancellation on SignUp Genius must be given
  - No-shows will result in a loss of service hours
  - Habitual last minute cancellations will result in a loss of hours

**All hours outside of those offered through the school must be pre-approved by Mrs. Tatum by emailing [ktatum@sacredheartpalmdesert.com](mailto:ktatum@sacredheartpalmdesert.com).**