

# Junior High Service Hours Information

## Requirements

- 10 service hours are required each trimester, maximum of 3 hours per event date
- Hours may not be carried over between trimesters
- Up to 5 hours may be earned over the summer. They may be applied to any trimester.  
Summer hours must be earned at one of the following organizations with stipulations:
  - American Cancer Society Thrift Store (MUST be on SignUp Genius)
  - Knights of Columbus Recycling (MUST be on SignUp Genius)
  - Variety Children's Charity of the Desert – (MUST be on SignUp Genius)
  - Coachella Valley Rescue Mission (12 and over with an adult) – requires orientation and their website's scheduling
  - Children's Discovery Museum of the Desert – (12 and over) – requires application and their website's scheduling
  - Galilee Center – must call to arrange
  - FIND Food Bank - must call to arrange
  - **No summer hours can be completed outside of the above listed opportunities - they will not be accepted.**
- Students must complete 10 hours through at least 2 different organizations
- Service hours are 15% of the Religion grade, and all 10 hours are required for Honor Roll and SLE Awards.

## Service Opportunities

Sacred Heart School will offer service opportunities through the school, church, and community throughout the year. Families are also encouraged to seek additional nonprofit service opportunities outside of those provided by the school.

## Limitations & Non-Eligible Activities

- Charity walks (Relay for Life, Race for the Cure, Alzheimer Walk, etc.) are limited to 1 hour per event unless working the event through a Sacred Heart-sponsored opportunity
- Activities that do not qualify include babysitting, cleaning closets for donations, working at a family business, dance studios, sports teams, Fall Carnival booths, and any non-nonprofit organizations
- Any service opportunity not communicated through the school or listed on the Outreach Calendar website must be approved in advance by Mrs. Walton at [jwalton@sacredheartpalmdesert.com](mailto:jwalton@sacredheartpalmdesert.com)

## Activity-Specific Limits

- Choir: Maximum 3 hours per trimester

Altar Serving: Maximum 4 hours per trimester; must register through Sister Maria Corazon or the Church

- NJHS: Tutoring during lunch only; signed by Mrs. Walton
- Decathlon: Signed by Ms. Bazua
- Student Council: Service outside school hours only; signed by Ms. Uhl or Mrs. Richardson
- Baking/Cooking for community service members: 1 hour per school year
- Babysitting/CPR/First Aid Certification: Once per school year

## Forms

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 supervisor at location where the hours were completed at the time the service is completed

## Service Dress Code

- Blue SHS Volunteer Shirt and SHS outerwear only
- Uniform bottoms, jeans, or Bermuda-length shorts
- Tennis shoes

## Cancellations & No-Shows

- Students must cancel through SignUp Genius with at least 24 hour notice
- No-shows or repeated last-minute cancellations will result in loss of service hours.



# Service Hours Reporting Form

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

Hours given: \_\_\_\_\_ Date of service: \_\_\_\_\_

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

Organization \_\_\_\_\_

Event (if applicable) \_\_\_\_\_

What did you do to earn the hours? \_\_\_\_\_

Circle 1 or more SLE this service represents: Loving Person Faith-Filled Life-Long Learner

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

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

**A photograph of the completed service activity must be attached to receive credit.**

*If you have any questions, please contact Mrs. Walton at [jwalton@sacredheartpalmdesert.com](mailto:jwalton@sacredheartpalmdesert.com).*