

BETHLEHEM CATHOLIC HIGH SCHOOL - SERVICE HOURS FORM

General Guidelines:

1. Students should review the Bethlehem Catholic Service Handbook guidelines prior to completing any service activity.
2. Students are asked to complete a minimum number of hours each year: Seniors: 25, Juniors: 20, Sophomores: 15, Freshmen: 10. (*Additional hours do not carry over to the next school year but may be counted toward one's Magis Award application at graduation time.*)
3. Service to Bethlehem Catholic, churches, schools, or community organizations is typically acceptable provided that:
 - a. students receive no compensation or benefits for the service performed (for example, team fundraisers that provide individual benefits may not be counted toward service hours)
 - b. there is nothing about the organization or activity that is contrary to the Catholic values of our school (*any questions, see your Theology teacher*)
4. Service to individuals (neighbors in need, etc.) should be approved in advance. Approval of last-minute opportunities is not guaranteed.
5. This form must be signed by the official adult supervisor of the service. Family members may not sign off on service.
6. If applicable, students may list multiple dates on the same form for a long-term service activity.
7. Students must submit their service hours online through the SMART system BEFORE turning in the Service Hour Form to their Theology teachers. BOTH the online and paper submissions are required for each service activity.
8. **Deadlines:** All service hours completed in the summer must be submitted by **Sept. 30th**. Service hours completed during the school year must be submitted by the end of the following month. The required number of service hours must be submitted by **April 15th**. Failure to submit hours on time may result in a rejection of the submitted hours and/or an "Incomplete" in both the annual Service Requirement and in Theology class.

Student's Information (please print neatly)

Name: _____ Student ID#: _____

Theology Teacher: _____ Class: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Service Work Information (please print neatly)

Organization: _____

Organization's Address: _____

Type of Service Work Performed: _____

How did you hear about this service? _____

Date(s) of service work: _____ Total Hours of Service: _____

Supervisor's Name: _____ Role: _____

Supervisor's Email Address: _____ @ _____

Supervisor's Phone Number: _____

*Supervisor's signature: _____ Date: _____

Student Affirmation: *I affirm that the information provided above is true and accurate. I have submitted this service activity through the SMART System and have received the confirmation email:* _____ Yes _____ No

Student Signature _____ Date: _____