



After much prayer and consideration, SJDCHS has chosen to adopt a service program that is rooted in **opportunity** rather than **requirement**.

SJDCHS is committed to serving our community through both prayer and action. Serving others is a requirement of the Christian faith and is rooted in our belief that we are all members of the Body of Christ. Our students donate countless hours of service to members of local and extended communities. However, there is one major difference that separates our school from many others - **our students donate their time because they want to do it; not because they have to do it.**

Honors recognition will be awarded to those students who earn **120** hours of service by May 1st of their Senior year. Those students requesting this distinction must also submit a letter of recommendation attesting to their Christian character by someone from their community (outside of SJDCHS). This person may not be a relative. The letter of recommendation must be submitted to the Campus Minister no later than May 15th.

- Service hours will not be given for Scout activities, NHS activities, Confirmation activities, or any school-related activities unless pre-approved by SJDCHS.
- Students may not miss school to earn service hours unless it is an SJDCHS-sponsored Immersion activity.
- Students will not be credited more than 5 hours on a school night, or 7 hours on a non-school day.
- Service hours must be submitted **within 1 month** of volunteering. Hours completed in the summer must be submitted no later than **September 15th**.
- Students may earn 5 service hours per school year for being an active member of their Altar Server ministry at their home parish.
- Students may earn 5 service hours per school year for being an active member of the SJDCHS Student Government, Student Ambassadors, or Campus Ministry leadership.
- Students may not earn service hours for being the manager of an SJDCHS sports team.
- Service hours must be completed in-person (not virtually).
- No more than 15 hours can be earned per school year at any one service event or project.

San Juan Diego Catholic High School
Service Hours Documentation Form

*Be sure to **print clearly** and complete the form in its **entirety**. If there is any missing information, the form will be returned for completion before the service hours are documented.*

Grade: 9 10 11 12

Semester: Fall Spring

Print Name

Place of Service:

Date:

Time:

Total Hours:

Description of activities you did today:

Explain how this service project relates to one of the four pillars of a Holy Cross education.

1. *Educating Hearts and Minds*
2. *Building Respect*

3. *Bringing Hope*
4. *Being Family*

Supervisor (Print Name):

Supervisor Signature:

Phone Number or Method of Contact:

Please return this form to Dr. Christian Pellot
Questions?: Cpellot@sjdchs.org