



Holy Spirit Catholic School

Volunteer Service Form

This form is to certify that students have completed volunteer hours and are active members of the community. This form will be used to keep track of his/her service hours so that students are kept accountable for their own work.

Students must fill out ALL of the following information for service hours to be verified.

(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURES)

Student Name: _____ **Today's Date:** _____

Date(s) of Volunteer Service: _____

Location of Volunteer Service: _____

Description of Volunteer Service: _____

Time In: _____ **Time Out:** _____ **TOTAL HOURS:** _____

Which of the following are you wanting these hours to count toward?

(EACH ORGANIZATION HAS THEIR OWN RULES ABOUT WHAT IS CONSIDERED ELIGIBLE FOR SERVICE HOURS)

_____ Graduation Requirement (G)

_____ Key Club (K)

_____ NJHS (J) OR _____ NHS (N)

_____ Presidential Volunteer Service Award (P)

Did the service involve teaching religion or political campaigning?

_____ Yes _____ No

Are these hours for donating items/money?

_____ Yes _____ No

Supervisor Name: _____

Supervisor's Email Address or Phone Number: _____

(SERVICE HOUR VERIFICATION MUST BE COMPLETED BY AN ADULT OUTSIDE THE HOUSEHOLD)

By signing this, I verify that he/she indicated above completed the service hours referenced above under my supervision or in a facility under my supervision.

SUPERVISOR Signature: _____ **Date:** _____

By signing this, I verify that I completed the exact service hours referenced above for the exact time and at the exact place.

STUDENT Signature: _____ **Date:** _____

Please turn in completed forms to Mrs. Duco-Moore or email to laduco-moore@holyspirit-al.com

Graduation Service Hour Requirements

Each student is required to complete 25 service hours during each year of high school, for a total of 100 hours completed by graduation. The 25 hours must be completed during each school year. You cannot complete 100 hours freshman year and apply those hours for future years. Anything qualifies for this graduation requirement EXCPET: 1) School coordinated service projects such as Service Day, Box of Joy, class service projects, etc. AND 2) Service completed for the student's family, such as yard work, taking out the garbage, washing the car, etc. Family conducted service projects do count, such as family serving at Jeremiah's Garden. Students who have not completed their service hours for the previous year will be assigned to school work days during the summer to recover missed hours. Seniors who have not completed their service hours will have their diploma and final transcripts held until complete. Students in grades 9-11 must have their hours in by the last day of school. Seniors must have their hours in by the first Monday of May. Any hours completed over the summer will count toward the upcoming school year

Key Club Requirements

Key Club members must earn 50 service hours each school year. 25 hours earned over the summer can count toward this amount for the upcoming school year. Any service can count toward Key Club hours, including those that are school coordinated, except for Service Day. To earn a Key Club cord, you must complete 50 hours during your sophomore, junior, and senior years of high school. Your 50 hours for each school year must be completed by May 1.

National (Junior) Honor Society Requirements

N(J)HS members must complete 20 service hours for the full school year. 10 hours must be completed each semester. Service activities eligible for National (Junior) Honor Society must align with graduation requirements.

Presidential Volunteer Service Award Requirements

Religious and political affiliated service activities cannot count toward the Presidential Volunteer Service Award. Hours for donating goods also cannot count. Hours at each level must be completed in a single calendar year. For Holy Spirit, that year will go from April-April. For example, to achieve the Silver Teen Award, you must complete at least 75 hours from April 2024-April 2025.

Age Group	Bronze	Silver	Gold
Teens (11-15)	50-74 hours	75-99 hours	100+ hours
Young Adults (16-25)	100-174 hours	175-249 hours	250+ hours