

# 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 in order for service hours to be verified.

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(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:** \_\_\_\_\_

**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 did complete the exact service hours referenced above for the exact time and at that exact place.

**STUDENT Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please turn in completed forms to Emily Givens or email to [egivens@holyspirit-al.com](mailto:egivens@holyspirit-al.com)  
(For NJHS, please ALSO give a copy to Mrs. Sam or the Treasurer)*