



**Service Record 2019 - 2020**

This record is to be completed by the student and the site or SSC SUPERVISOR. Students either return it to their religion teacher or directly to Mr. Tim Roberts, Service Coordinator (SSC Rm. 105). ([troberts@ststan.com](mailto:troberts@ststan.com)).

**PRINT STUDENT NAME**

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ Grade \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**ORGANIZATION NAME** \_\_\_\_\_

(Must be a nonprofit or charity. May NOT be a private residence or business without prior approval.)

**SITE ADDRESS** \_\_\_\_\_

**TELEPHONE** (\_\_\_\_\_) \_\_\_\_\_

**DESCRIPTION OF SERVICE** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE(S) OF SERVICE** \_\_\_\_\_

**NUMBER OF HOURS**      DIRECT\* \_\_\_\_\_ INDIRECT\*\* \_\_\_\_\_

\* DIRECT—PERSON TO PERSON CONTACT WITH THOSE IN SPECIAL NEED  
(examples) Homeless shelter, hospital work, hospice care, mission trips, Boys and Girls Club, etc.  
\*\* INDIRECT— (examples) clerical, maintenance, environment, event preparation, fundraising, festivals, parish events, animal shelter or veterinary assistance.  
**Any questions concerning the type of service should be directed to Service Program Coordinator by email.**

**PRINT ADULT SUPERVISOR NAME** \_\_\_\_\_

**SUPERVISOR SIGNATURE** \_\_\_\_\_

**NOTE:** For service completed during the school year this sheet must be signed and dated by an adult supervisor and turned in to the program coordinator within **30 days** of the completion of the service.

**Submission Deadlines:** Summer Service.....August 30, 2019  
Fall Semester.....December 11, 2019  
Spring Semester..... **Seniors- April 30, 2020**    grades 7-11... May 13, 2020