

**St. Matthew Catholic School
Service Hours Verification Form**

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INCOMPLETE FORMS WILL BE RETURNED.

RELIGION TEACHER USE ONLY

Date Received: _____ Date Recorded: _____

SERVICE SITE INFORMATION (one form per service site)

NOTE: All students must fulfill their service hour requirement at non-profit organizations.

Name of Organization:

Name and Position of Contact Person for the Organization:

Contact Phone Number:

Describe in detail the service you performed:

SERVICE LOG (specific dates and times are required)

Students should not fill this area out;
this should be completed by the contact person for the organization at the time service is performed.

Date of Service	Time of Service (from - to, ex.: 9 a.m. - 2 p.m.)	number of hours served this day	SUPERVISED THIS DATE BY (print name and initial for verification) Supervisor cannot be related to student. Supervisor may be contact for verification.

Total Number of Hours Listed Above:

By my signature, I verify that the above named student completed the service hours listed:

I submit the above service hours to fulfill my requirement for the current school year.
I understand that any misrepresentation on this document will result in disciplinary action.

Student Signature: _____ **Date:** _____

By my signature, I verify that my son/daughter completed the service hours at the non-profit organization listed above.

Parent Signature: _____ **Date:** _____

STUDENTS ARE REQUIRED TO COMPLETE 20 SERVICE HOURS EACH SCHOOL YEAR AT ST. MATTHEW CATHOLIC SCHOOL.

Submit completed verification forms to your religion teacher promptly and regularly
(each quarter is a good idea) and be sure to keep copies for your records.

Failure to meet this requirement will result in the student receiving
a grade of INCOMPLETE in Religion until they complete the required 20 hours.

Upon completion of the requirement, the Incomplete grade will convert to the grade earned for the year.