

Do not pass by a man in need for you may be the hand of God for him.

~ Proverbs 3:27

Joliet Catholic Academy | Christian Service Hours Verification Form 2024-2025

Important: This form must be completed IN FULL before service hours will be applied

Student Name: _____ Grade (FR, SO, JR, SR): _____

Name of Organization/Institution where service was provided: _____

Address of Organization/Institution: _____

Phone of Organization/Institution: _____ Contact Person: _____

Description of work performed (be specific): _____

Date Worked: _____

Hours Worked: _____

Contact Person's Signature: _____ Date: _____

Forms are to be turned in to the Main Office for the Director of Christian Service or the Christian Service Hours basket in the Counseling Department.

FOR SENIORS ONLY- The Christian Service Hours Director will enter hours earned under one of these two categories:

People in Need – Service in which student works directly with individuals who are elderly, homeless, impoverished, disabled, etc.

Examples: Helping residents play bingo at a nursing home, Meals on Wheels, volunteering at Feed My Starving Children, Miracle League, food banks and shelters are all acceptable. These are suggestions; please feel free to seek out your own opportunities.

Institution Hours: Service in which a student performs a task for an existing organization or by volunteering at Joliet Catholic Academy.

Examples: filing papers for Big Brothers Big Sisters, working as an ambassador/volunteer at a JCA event, leading a JCA Camp (of any kind) or program, working at a charity 5K, volunteering at a grade school event, etc.

- Completing only Institution Hours will **NOT** result in a passing grade regardless of how many are turned in.
- Seniors must complete 30 hours (15 of which **MUST** be for People in Need) by May 1, 2025.

FOR JUNIORS, SOPHOMORES, AND FRESHMEN- The Christian Service hours can be under either category listed above.

- Freshmen must complete 5 hours by May 9, 2025.
- Sophomores must complete 10 hours by May 9, 2025.
- Juniors must complete 15 hours by May 9, 2025.

Service Hours details for all JCA students

Service Hours are a **requirement** for graduation; diploma and final transcript will be withheld if hours are not complete

- Pass/INC will appear on the Semester 2 Report card and will appear on official transcripts.
- Progress can be seen in Plus Portals when viewing the class: Christian Service, then Performance and check the "Score" column.
- Payment cannot be received for service work; A parent cannot sign off on the hours worked.

If you have any questions or are curious about how your hours are being applied, please feel welcome to ask!

Please see Ms. Laura Pahl, Associate Principal/Director of Christian Service, or email to lpahl@jca-online.org.

****Hours earned will be applied to a past year's obligation before being applied to the current year****

Office use only: Hours rolled back: Y N Pass current year: Y N Date entered: ____/____/____