

LUTHERAN HIGH SCHOOL
3500 WEST WASHINGTON
SPRINGFIELD, IL 62711

SCHOOL SERVICE HOURS

(Please print legibly)

Name _____

Class of _____

Check Appropriate Category:

Not-For-Profit Organization _____

School _____

Church _____

Name of Organization/School/Church: _____

Date(s) Service Performed: _____

Place Where Service Rendered: _____

Type of Service Given (please describe): _____

Name of Supervising Adult (please print) _____

Signature of Supervising Adult _____

Position and Phone Number _____

Number of Hours of Service _____

For Office Use

Approved by _____ Date _____

Recorded by _____ Date _____

SERVICE HOURS:

- 1 Students must complete 60 hours of service over the course of their four years of high school. This breaks down to 15 hours a year or 7.5 hours a semester.
- 2 Transfer students' service hours begin with their first full semester in attendance. They must complete 7.5 hours of service per semester of attendance at Lutheran High. Transfer students may begin working on service hours immediately, although only service completed while attending Lutheran High will be accepted.
- 3 School service hours will be completed in the following categories:
 - i. Church, the student's home congregation or any Christian Church.
 - ii. School, any school, students are not limited to Lutheran High.
 - iii. Not-for-profit community organizations.Students will not be required to have service hours in each category, but may choose to do service in one or all of the categories.
- 4 Students may complete their 60 hours of service in one service event. Students do not need to complete service hours in each year of attendance.
- 5 Only service hours that are recorded, signed, and turned in on school service hour forms will be accepted as school service hours. These are available in the school office or on the school website. In the unfortunate event that a student submits a form with a forged supervisor signature, a demerit will be assigned for lying.
- 6 Students may work on or complete school service hours over the summer.
- 7 The school service hour coordinator, in cooperation with the principal, will have the final determination if the service rendered counts as school service hours. The service hour coordinator will be responsible for recording and informing students and parents by phone, mail, or email, the total hours of service their student has achieved.
- 8 The student must be actively involved, not passive in attendance for the service hours to be accepted. Students must also not receive any other tangible compensation for their service.
- 9 School service hours will not be accepted for NHS nor Student Council activities.
- 10 Service hours will be kept simple to ease understanding and enforcement.
- 11 If a student is uncertain if a certain activity will apply as a service hour, they should ask the service hour coordinator or principal.