

# Volunteer Service Hours Record

## John A. Coleman Catholic High School

*Respect, Responsibility, Religion*

430 Hurley Avenue  
Hurley, NY 12443  
845.338.2750 Fax 845.338.0250

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Date	Start Time	End Time	Volunteer Hrs.	Work Performed	Contact Person's Initials
TOTAL Volunteer Hours:					

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Adult Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Directions for the student: Completely fill in this form for each organization for whom you perform volunteer service hours. Then give to the contact person for his her signature. Once the form is signed, return it to Mrs. Rask in the Main Office.

Directions for the Contact Person: Please verify that the J. A. Coleman student named above completed the volunteer service hours above by initialing each appropriate box and signing the sheet. Thank you for your help.

**J.A. Coleman Catholic High School  
Community Service Program**

**Required Service**

<b>Grade 9</b>	<b>10 Hours</b>
<b>Grade 10</b>	<b>10 Hours</b>
<b>Grade 11</b>	<b>10 Hours</b>
<b>Grade 12</b>	<b>30 Hours</b>

**Service may be performed at school or in the school/church/community**

**The following are examples of potential community service options.**

**School options include but are not limited to:**

- . **Setting up chairs for Mass or theater shows**
- . **Altar Service**
- . **Tutoring a student under teacher or guidance supervision**
- . **Cleaning and caring for school grounds**
- . **Performing service in 4-H or other clubs**
- . **Volunteering to set up science labs under teacher supervision**
- . **Volunteering for Coleman's craft fair**

**Church options include but are not limited to:**

- . **Altar Service**
- . **Volunteering at a church yard sale or fund raising activity**
- . **Serving on a church committee**

**Community options include but are not limited to:**

- . **Assisting an elderly neighbor who is not a family member**
- . **Volunteering at a food bank**
- . **Volunteering at a fire department**
- . **Volunteering at the Red Cross or other community organization**
- . **Volunteering at the Boys and Girls Club**
- . **Volunteering for an event sponsored by a service organization such as the Kiwanis Club, Rotary Club, or Elks Club.**

**Students must submit a standard form, Volunteer Service Hours Record, (VSHR) to Mrs. Rask to be credited with volunteer hours. A responsible adult, who is not a family member, must confirm that the hours were purely volunteer and not paid or compensated in any way, must sign the form. The form indicates what volunteer service was performed, where and when it was performed and the number of hours performed.**