

SAINT JAMES SCHOOL  
SAINT JAMES, MD 21781



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## Community Service Volunteer Form

**This form is to be completed by Student and Agency and remitted in its entirety to Saint James School in order to receive full credit of Community Service hours.**

*(This section to be completed by Student)*

Student's Name \_\_\_\_\_

Title of Agency and/or Program \_\_\_\_\_

Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Brief description of service to be done: \_\_\_\_\_

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

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*(This section to be completed by Agency)*

Dates of Service \_\_\_\_\_ Total # of Hours Completed \_\_\_\_\_

Evaluation of student and service rendered: \_\_\_\_\_

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

\_\_\_\_\_  
*Signature of Contact Person*

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*(This section to be completed by SJS Community Service Coordinator)*

**Approved by:** \_\_\_\_\_

*Signature of Saint James School Community Service Coordinator  
(Signed when form is returned)*

# Community Service Guidelines

In order to graduate, a 6th Former must have completed 15 hours of volunteer work for every year spent at Saint James School in Forms 3 through 6. The requirement is a **career** requirement, i.e. a total to be completed at a student's own pace by his/her day of graduation from Saint James School (**it is not an annual requirement**). All service must adhere to the following conditions:

1. must be voluntary - the student may receive **no** payment/ compensation of any kind;
2. must be completed while the student is enrolled at Saint James School, starting on his/her first day of enrollment at Saint James School;
3. must be approved in **advance** by the faculty coordinator of community service;
4. must not interfere with any other School commitment (i.e. classes or sports);
5. must be supervised by an adult, other than a relative of the student, who will submit a written report on the student's performance;
6. must be submitted for this purpose only (i.e. may not fulfill any other community service requirement);
7. must accomplish or aid in a significant good, i.e.
  - a. service to the elderly or children;
  - b. service to the physically ill or handicapped;
  - c. service to the poor or disadvantaged;
  - d. service to animals;
  - e. service to the environment;

## REQUIRED HOURS:

A student **entering** Saint James in the:

- 2nd Form: 60 hours by his/her graduation  
*(at least 30 of which must be completed while in Forms 3-6)*
- 3rd Form: 60 hours by his/her graduation
- 4th Form: 45 hours by his/her graduation
- 5th Form: 30 hours by his/her graduation
- 6th Form: 15 hours by his/her graduation