



SAINT JAMES SCHOOL

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Service Learning 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 Service Learning hours.

Student's Name _____ Form _____

Agency and/or Program _____

Address _____

Name and Title of Contact Person _____

Phone # or email address for Contact Person _____

Date(s) of Service _____ Total # of Hours Completed _____

Signature of Contact Person

SERVICE LEARNING GUIDELINES

In order to graduate, a 6th former must have completed 15 hours of volunteer service for each year enrolled in Saint James School in Forms 3 through 6. All volunteer service must adhere to the following conditions:

- must be approved in advance by the service learning coordinator;
- must be voluntary—the student may receive no payment/compensation of any kind;
- must be completed while the student is enrolled in Saint James School;
- must not interfere with any other School commitment (e.g., classes or sports);
- must be supervised by an adult, other than a relative of the student, who will verify completion of the student's volunteer service;
- must accomplish or aid in a significant good, e.g.,
 - 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 and/or the environment
 - e. service to nonprofit religious or charitable organizations

As a general rule, volunteering directly for Saint James School does not fulfill the Service Learning requirement. There are, however, certain events held on campus that may qualify because they benefit the wider community. **MAKE SURE TO GET THESE HOURS APPROVED IN ADVANCE.**

To receive credit for service learning hours, students must submit a "Service Learning Form," including answers to the reflection questions (see back of form). **Forms must be submitted by the end of the marking period immediately following the completion of service. Service completed over the summer or in the final marking period should be reported by the end of the first marking period of the new academic year. See the Student Handbook or the Service Learning Coordinator with any questions.**

