

Lauralton Hall

Connecticut's First Catholic College-Prep School for Girls

Student Record of Service Hours

Student Name: _____ Grade: _____ School Year: _____ Religion Teacher: _____

Hours	Date(s)	Name of Organization (or Location of Service)	Name and Contact Information for Supervisor	Signature of Supervisor

Total hours for this page

Grand Total of all service hours

- Students must turn in this completed no later than **March 1** to their Religion Teacher.
- Students must submit this form as a hard copy. *(An email or photo of this form is not acceptable.)*
- Students are expected to keep a copy of their service hours for their own records.
- If more space is needed than that which is provided above, students can use multiple forms and attach them to this one, **but the 'Grand Total' box must be filled out on the top sheet.**
- If the service organization provides the student with a letter in lieu of signing and filling out this form, the hours should be accounted for above and the letter should be attached to this form.
- Students who have completed over 100 hours of service must complete the "Frances Warde Service Award Application" and submit it to the campus ministry office.