

Lauralton Hall

Connecticut's First Catholic College-Prep School for Girls

Student Service Hours Guidelines

Service Requirements

- Freshmen
 - Fifteen hours to the school or to any non-profit agency
- Sophomores
 - Thirty hours to a non-profit agency that serves the least fortunate of God's people
 - Complete the in-class Service Hours Project for Sophomore year
- Juniors
 - Fifteen hours, consisting of five hours shared with the school (optional) and ten hours to an outside, non-profit agency
- Seniors
 - Fifteen hours, consisting of five hours shared with the school (optional) and ten hours to an outside, non-profit agency

Earning Service Hours

- There are a number of non-profit organizations that offer service opportunities, including local Catholic parishes, youth ministry programs, hospitals, and soup kitchens.
- For suggestions on where to serve students are encouraged to ask upperclassmen and check with the Campus Ministry Office.

Tracking Service Hours

- Student Service Hours must be logged/tracked on the "Student Record of Service Hours" form.
 - This form is available on your Religion class haiku page
- It is strongly recommended that students get their forms signed at the time of service.
- Students must turn in their completed "Student Record of Service Hours" 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.*)
 - If the service organization provides the student with a letter in lieu of filling out the form, the hours should be accounted for on the "Student Record of Service Hours" and the letter should be attached to that form.
- Students must keep a copy of their service hours for their own records.

The Frances Warde Service Award

- Students who have completed over 100 hours of service are eligible for the Frances Warde Service Award.
- In order to receive this award, in addition to completing at least 100 hours of service, students must complete the "Frances Warde Service Award Application" and submit it to the campus ministry office no later than **May 1**.
 - This application is available on your Religion class haiku page