

ST. THERESE CAMPUS  
247 W. 23<sup>RD</sup> STREET CHICAGO, IL 60616  
312.326.2837



聖德力天主教學校  
www.sttheresechicago.org

ST. BARBARA CAMPUS  
2858 S. THROOP STREET CHICAGO, IL 60608  
312.326.6243

## Service Hours Pre-Approval Form

Name of Student	Grade	Date of Request
Organization / Team Name	Organization Contact Person	Phone Number

Description of Volunteer Activity

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Proposed Hours (8 hr Max.)      Date of Service Hour Activity

Organization Representative Signature	Date
Parent Signature	Date
School Administrator Signature	Date

- Hours must be pre-approved at least **TWO WEEKS** prior to service.
- **No approval will be given after the service has been performed.**
- All outside school volunteer activities may be noted for a maximum of 8 service hours per activity per trimester.
- No outside service hours will be accepted without this signed form attached to the master student service hours log.
- See **Family Handbook** for service hour requirements and acceptable activities.