

Date received \_\_\_\_\_ SPX Initials \_\_\_\_\_



ST. PIUS X HIGH SCHOOL  
Dominican Sisters of Houston \* 1956

**ST. PIUS X HIGH SCHOOL**  
**JUSTICE EDUCATION AND SERVICE LEARNING COURSE**  
811 W. Donovan Houston, Texas 77091-5643  
Office: (713) 579-7523 Fax: (713) 692-5725 E:mail: somervillec@stpiusx.org

## SERVICE CONTRACT

I, \_\_\_\_\_, \_\_\_\_\_,  
(Student's Last Name) (Student's First Name)

member of the St. Pius X Class of 2019, agree to serve at \_\_\_\_\_,  
(Name of agency or parish/church)

under the supervision of \_\_\_\_\_, \_\_\_\_\_  
(Supervisor's First Name) (Supervisor's Last Name)

( ) \_\_\_\_\_,  
(Agency Phone) (Agency/Supervisor e-mail address)

for a minimum of \_\_\_ 50 hours \_\_\_ 100 hours, from \_\_\_\_\_ to \_\_\_\_\_  
(Starting date) (Ending date)

to be completed no later than October 3, 2018.

This service will include \_\_\_\_\_  
(Description of service work assigned, specific tasks and responsibilities)

By this contract, the student agrees to: (1) render service to the agency named above, without pay or other compensation (2) serve the number of hours agreed to, understanding that if less than 50 hours are completed, no credit can be earned for Service Learning for that agency (3) notify the service agency of any anticipated absences or changes in schedule that may affect the service work (4) notify the agency and the school's Service Coordinator immediately if, for any reason, it becomes necessary to terminate the contract with the agency; then, when approved, take steps to initiate a new service contract (5) contact the school's Service Coordinator if committed hours cannot be completed by the due date shown, and discuss terms for an extension. Do not start in a new agency without approval or new service contract.

By this contract, the agency supervisor agrees to: (1) provide adequate opportunities for the student to complete his/her required service hours by the due date (2) discuss with the student and put into writing a tentative work schedule (3) clearly inform the student how to log or keep record of the hours served (4) complete the school's student evaluation as soon as hours are completed. When service hours are completed, The Office for Campus Ministry at SPX will e-mail a Student Evaluation form to the supervisor listed above, to verify the hours served and assess the student's performance during the service rendered, to be completed and returned directly to the school by the due date shown. The completion of the student evaluation form is required in order for the student to receive credit for his/her hours. The total points accumulated through the student evaluation will affect the student's grade in the Service Learning Course.

Both the student and the agency supervisor should make a copy/scan of this contract for their own records and inform SPX if there is a change in supervisor and contact information before hours are completed.

***Please do not sign below unless all blanks above are completely filled in.***

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Signature of Agency Supervisor)

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Parent/Guardian Phone)

**This form is due no later than May 16, 2018 to Mrs. Claudia C. Somerville**