

Do not pass by a man in need for you may be the hand of God for him.

~ Proverbs 3:27

## Joliet Catholic Academy | Christian Service Hours Verification Form 2025-2026

*Important: This form must be completed IN FULL before service hours will be applied*

Student Name: \_\_\_\_\_ Grade (FR, SO, JR, SR): \_\_\_\_\_

Name of Organization/Institution where service was provided: \_\_\_\_\_

Address of Organization/Institution: \_\_\_\_\_

Phone of Organization/Institution: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Description of work performed (be specific): \_\_\_\_\_

Date Worked: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Contact Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forms are to be turned in to the Main Office for the Director of Christian Service or the Christian Service Hours basket in the Counseling Department.**

***FOR SENIORS ONLY- The Christian Service Hours Director will enter hours earned under one of these two categories:***

***People in Need*** – Service in which student works directly with individuals who are elderly, homeless, impoverished, disabled, etc.

***Examples:*** Helping residents play bingo at a nursing home, Meals on Wheels, volunteering at Feed My Starving Children, Miracle League, food banks and shelters are all acceptable. These are suggestions; please feel free to seek out your own opportunities.

***Institution Hours:*** Service in which a student performs a task for an existing organization or by volunteering at Joliet Catholic Academy.

***Examples:*** filing papers for Big Brothers Big Sisters, working as an ambassador/volunteer at a JCA event, leading a JCA Camp (of any kind) or program, working at a charity 5K, volunteering at a grade school event, etc.

- *Completing only Institution Hours will **NOT** result in a passing grade regardless of how many are turned in.*
- *Seniors must complete 30 hours (15 of which **MUST** be for People in Need) by May 1, 2026.*

***FOR JUNIORS, SOPHOMORES, AND FRESHMEN- The Christian Service hours can be under either category listed above.***

- *Freshmen must complete 5 hours by May 8, 2026.*
- *Sophomores must complete 10 hours by May 8, 2026.*
- *Juniors must complete 15 hours by May 8, 2026.*

### **Service Hours details for all JCA students**

Service Hours are a **requirement** for graduation; diploma and final transcript will be withheld if hours are not complete

- Pass/INC will appear on the Semester 2 Report card and will appear on official transcripts.
- Progress can be seen in Plus Portals when viewing the class: Christian Service, then Performance and check the "Score" column.
- Payment cannot be received for service work; A parent cannot sign off on the hours worked.

**If you have any questions or are curious about how your hours are being applied, please feel welcome to ask!**

Please see Ms. Laura Pahl, Associate Principal/Director of Christian Service, or email to [lpahl@jca-online.org](mailto:lpahl@jca-online.org).

**\*\*Hours earned will be applied to a past year's obligation before being applied to the current year\*\***

Office use only: Hours rolled back:    Y    N                      Pass current year:    Y    N                      Date entered: \_\_\_\_/\_\_\_\_/\_\_\_\_