



Christian Service Hour Program Guidelines 2026-2027

Do not begin a service project until you have thoroughly read and understood these guidelines.

Christian Service is an essential part of faith formation and a graduation requirement at Cardinal Gibbons High School. Students are called to put into practice the principles of Catholic Social Teaching and Gospel values learned in their Theology courses.

Graduation Requirement

- Students must complete **25 hours of service per year**, totaling a **minimum of 100 hours** for graduation. *Transfer students are likewise expected to meet the 100-hour minimum requirement.*
- All service hours must be completed at a registered 501(c)(3) non-profit organization in the State of Florida. *Please note that public schools and local city/municipal or government institutions may be invalid, as they typically lack 501(c)(3) status.*
- Before completing each service activity, students are required to fill out the **Service Pre-Approval Form** (attached). This includes in-school opportunities as well.
- Upon completion of service, students must also provide a signed verification letter **stating the student's name and total number of hours performed** on an official letterhead from the organization — unless the hours are for CGHS events.
- Any pre-approved **donations** must be accompanied by an **itemized receipt**.
- **All service forms must be submitted within 90 days** of completing the service — *no exceptions*. When submitting hours, students are expected to attach photos of all required documentation to their MobileServe online log. Physical forms will not be accepted.
- **For all other expectations, please see “Eligibility Guidelines” on the next page.**

Service Hour Deadlines

- **September 1, 2026** – Summer Hours Due
- **October 1, 2026** – Q1 Hours Due
- **December 1, 2026** – Q2 Hours Due
- **March 1, 2027** – Q3 Hours Due
- **March 8, 2027** – All Senior Hours Due (*Gold cord eligibility cutoff*)
- **May 14, 2027** – Q4 Hours Due (Underclassmen Only)

Students who complete **250+ total approved hours** will receive **special recognition at graduation** by wearing a **gold cord**. Seniors must submit all hours by **March 8, 2027** to qualify. No hours will be accepted after this deadline.

Eligibility Guidelines

- Service must be in compliance with the teachings of the Roman Catholic Church.
- Service may **not** be performed:
 - For immediate family members
 - For private businesses or corporations
 - For foster-based animal rescue services in private homes
- Students may not be paid for service.
- Hours must be served at a **registered 501(c)(3) non-profit organization** in the State of Florida and **supervised by a representative** of the organization. *Please note that public schools and local city/municipal or government institutions may be invalid, as they typically lack 501(c)(3) status.*
- Each log of service hours in MobileServe must be accurately categorized as:
 - **Active Service**
 - This should be **prioritized** as the primary source of service, as students actively volunteer to support external nonprofits.
 - **School Support Activities** (e.g. CGHS summer camps, athletic team managers, assistance with fine arts productions, in-school tutoring, etc.)
 - A **maximum of 40 hours per year** can be earned through CGHS summer camps.
 - A **maximum of 20 hours per year** can be earned through student ambassador roles, athletic team managers, school-based volunteering events, tutoring, and other school support activities.
 - **Donations** via school-approved drives
 - A **maximum of 10 hours per year** can be earned in this category.
- Failure to complete the **Service Pre-Approval Form** (attached) beforehand may result in disqualification and rejection of the student's service hours.
- Contact information (phone and email) for the organization **must be included** in the verification letterhead. *A verification letter is not required for CGHS events.*
- **Photos of all required documentation** must be uploaded directly by students in the MobileServe app or MobileServe.com
- For underclassmen, any hours submitted **after the May deadline** may be applied toward the following school year.

Goal of Christian Service

The goal of this program is to help students reflect Christ in the world through acts of compassion and justice. Inspired by **St. Teresa of Calcutta**, students serve as the hands and feet of Christ by engaging with the vulnerable: the poor, the sick, the elderly, and the marginalized. Service cultivates empathy and a lifelong commitment to Gospel values.



Service Pre-Approval Form 2026–2027

Student Name (First and last): _____ **Grade:** _____

Theology Class Period _____ **Student #:** _____

Step 1: Select a 501(c)(3) Non-profit Organization.

Service must not be performed for immediate family members.

Organization Name: _____ **City:** _____

☐ I affirm that this is a qualified 501(c)(3) nonprofit registered in Florida.

Step 2: Get PRE-APPROVAL from your Theology teacher BEFORE beginning service.

(For Summer Pre-Approval, contact your teacher before Final Exams or email Ms. Pecic at pecic@cghsfl.org)

Theology teacher's signature: _____ **Date:** _____

What category of service is this? ☐ **Active Service** (performed for external nonprofits)

☐ **School Support Activities** (max. 20 hours per year) ☐ **Donations** (max. 10 hours per year)

Step 3: Get permission from your PARENT/GUARDIAN before beginning service.

Please read and sign below:

I, the undersigned, hereby certify that I understand and agree to the following: "Community service activities are not school activities and Cardinal Gibbons does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the Eligibility Guidelines of the school. Cardinal Gibbons does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk."

Parent/Guardian signature: _____ **Date:** _____

Step 4. REPORT on the project! What will you be doing that qualifies as service?

GET A LETTER on the organization's letterhead stating contact info, service dates, and number of hours completed, signed by the person supervising the project. *Any service that is completed under the supervision of Cardinal Gibbons High School employees does NOT require a letter.*

Total Hours Completed on the Project: _____

Signature of supervisor (only needed for "School Support Activities"): _____

Step 5. In MobileServe, log your hours and submit a photo of this form, along with photos of required documentation (e.g. verification letter or receipts for donation drives).