

## Community Service Approval Form

**(USE THIS FORM TO GET APPROVAL TO DO SERVICE HOURS FOR AN ORGANIZATION NOT LISTED ON THE WEBSITE. SUBMIT THIS BEFORE YOU DO THE SERVICE. YOU MUST ALSO SUBMIT A SIGNED "SERVICE HOURS FORM" AFTER THE SERVICE TO GET CREDIT FOR HOURS.)**

Name:  
Date:  
Quarter (Fall, Winter, Spring):  
Religion Homeroom:

All of the organizations and activities on the St. Matthews Community Service website are approved. There are many other great opportunities for service in addition to those on the website. If you want to do other service activities, be sure to get it and approved in advance using this form.

### What Community Service would you like to perform?

Organization or Activity Name:

Expected number of hours:

### Description of Activity:

### Who will directly benefit from this service?

**Administration Approval/Signature**

**Date**

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**IMPORTANT:** This form DOES NOT give you credit for hours of service. This form only gives you approval to do a service activity that is not listed in the St. Matthew website.

To get credit for service hours, you must also turn in a signed Service form for hours after you complete the service, with signature from the person who supervised your service. Please remember to turn in your signed service forms at least 3 days before the end of each quarter.

