

SERVICE HOURS SUBMIT PROCESS

The **DEADLINE IS MARCH 1, 2023** though when students have completed their packet they can submit it at any time during the year.

1. Download the Service Hour Report from the “Student Life” tab on Chapelle’s website.
 - a. www.archbishopchapelle.org
 - b. Put your mouse on Student Life
 - c. Click on Service Hours
 - d. Scroll to the bottom and find the Green box with 2022-2023 Service Hour Request Form and click on it.
2. Be sure all boxes are completed—name, total hours of page, date(s) of service, number of hours, service type, description, printed supervisor name and signature.
3. Download the Matthew 25 Service Hour Directions and Rubric from “Student Life” tab on Chapelle’s website.
 - a. www.archbishopchapelle.org
 - b. Put your mouse on Student Life
 - c. Click on Service Hours
 - d. Scroll to the bottom and find the Green box with Matthew 25 Service Hour Directions and Rubric and click on it.
4. Be sure all boxes are completed—name, submit date, grade level, Theology teacher, class period, and enter your hours for each category.
5. Staple documents in this order: Directions/Rubric, Service Hour Report(s), supporting documents if needed.
6. Submit to Mrs. Capaci. Place the packet in the labeled file folders on the door of Mrs. Capaci’s office, which is located outside Mrs. Panzavecchia’s office on the first floor of the main building.

Once your packet is submitted you can still add to your service hour packet. Follow directions above but eliminate #3 & #4. When submitted additional hours, you will only turn in the Service Hour Report and supporting documents if needed.

NOTE:

- On March 1, all packets are to be submitted to your “S” period teacher. Period S teachers will have a list of students that need to turn in their service hours. Those that have already turned them in will not be on the list.
- A list of those delinquent service hour packets will be submitted to Mrs. Panzavecchia and/or Mrs. Smith for conference.
- ALL STUDENTS MUST COMPLETE THEIR CLASS LEVEL REQUIREMENT.
 - 8th Grade 10 Hours
 - 9th & 10th 20 Hours
 - 11th & 12th 30 Hours
- Failure to do so could prevent a student from continuing enrollment at Chapelle.