

ST. THERESE CAMPUS
247 W. 23RD STREET CHICAGO, IL 60616
312.326.2837



ST. BARBARA CAMPUS
2859 S. THROOP STREET CHICAGO, IL 60608
312.326.6243

Service Hour Pre-Approval Form

Service conducted outside of St. Therese Chinese Catholic School or St. Mother Teresa of Calcutta Parish must be pre-approved and is subject to the following guidelines:

- This pre-approval form must be completed and emailed to administration for review **ONE MONTH prior to the date of the service activity.**
- Any follow-up questions must be addressed **TWO WEEKS prior to the date of service.**
- No approval will be given after the service has been performed.
- A maximum of 5 service hours per outside school volunteer activity may be awarded each trimester.
- No outside service hours will be accepted without this signed form attached to the student service hours log.
- See the Family Handbook for service hour requirements and acceptable activities.
- **Failure to follow these guidelines will result in no service hours awarded.**

Student Name: _____ Grade: _____ Date of Request: _____

Name of Organization - Place of Service: _____

Organization Contact Person: _____ Phone Number: _____

Description of Volunteer Activity: _____

Proposed Hours (5 max per trimester): _____ Date of Activity: _____

Organization Representative Signature: _____ Date: _____

Parent Signature: _____ Date: _____

School Administrator Signature: _____ Date: _____