

# **SHDHS Theological Service Paper General Requirements**

## **Credit**

Credit for service requires both service and theological reflection paper. (No credit is given for service without a theological reflection paper, nor is credit given for a theological paper without service.)

## **Documentation**

Service verification form(s) and theological reflection paper are to be submitted in hard copy/paper format at the beginning of Religion class on or before the day of the service deadline. Late submissions are not accepted, special circumstances are to be discussed in advance of the due date with your Religion teacher.

Reminders:

- utilize the 2016-2017 SHDHS verification form
- the service supervisor signature must be dated and include the supervisor's phone number
- the supervisor must be an adult
- include exact date(s) of the service and total number of hours served
- parent signature (and date of signature) is required for all hours served

## **Writing the Paper**

- Questions - Answer each section (Description, Analysis & Application) with a well-developed paragraph (minimum five sentences, roughly half a page each section).
- Paper length - minimum of one and a half pages, maximum two pages.
- Format - MLA format including heading, title, double spaced, one inch margins, standard 12 point font. Use proper citations when using outside sources or quoting an individual.
- Grading - Refer to the grading rubric for specific criteria.

**St. Henry District High School  
Service Verification Form  
2016 - 2017**

Name \_\_\_\_\_ Quarter 1 2 3 4

Religion Teacher \_\_\_\_\_ Grade 9 10 11 12

Date(s) Served \_\_\_\_\_ Hours served \_\_\_\_\_

Name of Non-Profit Organization \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

Satisfied with Performance: Yes or No

Student service performance was: Excellent Average Poor

Comments:

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My son/daughter completed the hours recorded above:

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Phone Number \_\_\_\_\_

Christian service provided to nonprofit organizations is an integral part of the values and educational goals of SHDHS. We may be calling to confirm the above items. If you have comments or questions regarding the service program, please feel free to contact the Service Coordinator, Maureen Kaiser at 525-0255 or [mkaiser@shdhs.org](mailto:mkaiser@shdhs.org)