



ST. GREGORY THE GREAT
CATHOLIC SCHOOL

2025-2026 Upper Unit Service Hour Form

The number of service hours required for each grade level (per school year) are as follows:

6th Grade – 10 hours 7th Grade – 15 hours 8th Grade – 20 hours

- All service hours must be documented on this form. These forms are also available at the front office, the school website, or with the student's homeroom teacher. Do not use the parent service hour form. **Please secure a supervisor's signature.**
- **One half of the service hours for the school year (by grade level) are due by Friday, December 5, 2025 and the remaining half is due by Thursday, May 1, 2026.**
- Service hours must be completed at a non-profit organization. Babysitting and family chores will not be accepted. An altar server can submit one fourth of their scheduled duty from this ministry.
- Failure to complete the required service hours and meet the turn in deadlines will result in the following:
 - Conference with Mrs. Gimbel.
 - Ineligible to participate in school extracurricular activities (such as field trips, sports, school clubs) until the service hour requirement has been met.
 - Service hour documentation form should be submitted to the students' homeroom teacher on or before the scheduled deadlines.

Students Name:	Homeroom Teacher/Grade:
Home Phone:	Parent's Signature:
Name of Non-Profit Organization:	Name of Supervisor:
Describe your service project:	
Date of Service Performed: (month/day/year):	Number of Hours Worked:
Supervisor's Signature:	Homeroom Teacher's Signature:

STUDENT SERVICE HOURS (6th-8th) In addition to the Service Learning Program, St. Gregory the Great Catholic School requires that all Upper Unit students complete a designated number of service hours throughout the year. Students in the sixth grade must earn a minimum of ten service hours; students in the seventh grade must earn a minimum of fifteen service hours; students in the eighth grade must earn a minimum of twenty service hours. Upper Unit students are required to complete these hours at a non-profit organization or charity.

A few suggestions include but are not limited to the San Antonio Food Bank, Habitat for Humanity, Humane Society, service projects completed with Boy/Girl Scouts, Kinetic Kids, and St. Gregory the Great Catholic Church and/or School.

Service Hour Guidelines

- Students are required to submit a completed service hour form to the Service Hour Coordinator within a month of their completion.
- One half of the Service Hour requirement is due by the fall deadline and the remainder is due by the spring deadline.
- **Fall deadline is Friday, December 5, 2025**
- **Spring deadline is Thursday, May 1, 2026**
- Service Hours should be completed at a non-profit organization.
- Family babysitting and chores are not acceptable service hours.
- Grade level service projects may not be counted toward service hours.
- Required club, organization, or team activities may not count toward service hours.
- Service during the school day is not accepted towards the required hours. Only service given outside of school hours is considered service that will count towards the required hours.
- Failure to perform service hours and failure to meet deadlines will result in the following consequences:
 - Conference with the Service Hour Coordinator;
 - Not being eligible for National Junior Honor Society membership invitation;
 - Not being allowed to participate in school extracurricular activities to include Field Day, athletics, field trips, clubs and organizations until the service hour requirement has been met;
 - **8th Grade students will not be eligible to participate in the 8th grade trip, 8th grade luncheon nor graduation until the service hour requirements are met.**

