



SAINT PASCHAL BAYLON SCHOOL

Guidelines for Requesting SPBS 7th and 8th Grade Students for Christian Service Projects:

Thank you for providing our students with the opportunity to participate in Christian Service. SPBS believes that serving the community helps create lifelong positive habits and stewardship in our students. *Please note that students are to be supervised at all times, in accordance with the SPB Parish “Safeguard the Children” guidelines.* Junior high students usually need specific instructions. For example, when they have finished a task, they will need to be directed to another. It is SPBS policy that our students may not use cell phones while they are working at school/parish functions. Therefore, please enforce this rule at your event, if it is at or sponsored by Saint Paschal Baylon. They have also been instructed to conduct themselves as Catholic ambassadors of SPBS via “appropriate behavior”.

Students may provide their own *SPBS Student Service Hours Form*, or you may use a sign-in sheet and provide that to Mrs. Horak after the event, in order for the students to earn credit. If a student does not perform the service satisfactorily, please do not give them credit for the job. If you have any concerns or suggestions, please contact **Mrs. Horak**.

1. Determine the number of students needed, the time and date of the service, and a brief description of your expectations, including the dress code and any supplies needed, i.e. sack lunch.
2. **Call Mrs. Maryann Horak, SPBS 8th grade teacher, at 495-9340, X 149 at least 1 month in advance.**
3. Prepare a sign-up sheet using the sample attached and deliver it to the school office 3 – 4 weeks in advance, Attention: Mrs. Horak.
4. For insurance purposes, students who need to proceed to your event directly from school will need their parents to complete a Diocesan activity permission slip, which can be obtained from the school office or downloaded from the SPBS website: www.stpaschalbaylonschool.org under “forms.”
5. Please indicate on the sign-up sheet when you would like to pick it up from the school office, be sure to include a contact person and phone number. School hours are M – F, 7:30 – 3:30.

**SPBS STUDENT
SERVICE HOURS**



Name _____

Grade _____

Date _____ # of Hours _____

Description of service:

Signature of Supervisor

Comments:

**SPBS STUDENT
SERVICE HOURS**



Name _____

Grade _____

Date _____ # of Hours _____

Description of service:

Signature of Supervisor

Comments:

**SPBS STUDENT
SERVICE HOURS**



Name _____

Grade _____

Date _____ # of Hours _____

Description of service:

Signature of Supervisor

Comments:

**SPBS STUDENT
SERVICE HOURS**



Name _____

Grade _____

Date _____ # of Hours _____

Description of service:

Signature of Supervisor

Comments: