



Incarnate Word High School

Attention: Campus Minister

727 E. Hildebrand, San Antonio, TX 78212

Phone: 210-829-3100 Fax: 210-829-3120



OFFICIAL DOCUMENTATION FORM

ALL SERVICE PROJECTS MUST MEET THE APPROVED CRITERIA IN THE HANDBOOK AND MUST BE PRE-APPROVED BY THE STUDENT'S RELIGION TEACHER

STUDENT INFORMATION		
Student's Name	Grade	Advisory (Teacher and Class)
Address		
City, State, Zip		Home Phone

_____ Year: _____ Fall Semester Spring Semester
Religious Studies Teacher

NON-PROFIT ORGANIZATION INFORMATION		
Name of Non-Profit Organization	Name of Supervisor	Contact Phone Number Supervisor
Description of Service Project:		
Supervisor's Signature	Parent(s) Signature	Student's Signature

Please list the date(s), month, day, year and the hours worked.

SERVICE HOUR INFORMATION	
Date of Service (Month/Day/Year)	Hours Worked

TOTAL SERVICE HOURS: _____ (No half hours or minutes accepted)

1. If a student is absent on a due date for Service Hours, it is the student's responsibility to make certain that they are brought into the school office no later than 3:30 p.m. on the due date.
2. Students are responsible for providing their own copies of the Official Documentation Form for Service Hours. They can be downloaded from www.incarnatewordhs.edu.
3. It is recommended that students obtain and keep copies of all service hour documentation.