

Return to Religious Studies teacher:

Mid-term Week

Finals Week

Lacordaire Academy

Service Documentation Form

Student completes the top portion of the form. Supervisor completes the chart. Twelve (12) hours by the end of the year. Student may complete all 12 hours off-campus. On-campus service is limited to four hours.

Student Name: _____

Organization Name: _____

Type of Organization: _____

Address of Organization: _____

On-Site Supervisor: _____ Phone: _____

Date(s) of Service: _____ Exact Hours of Service: _____

Brief Description of Service: _____

Supervisor Evaluation - Please complete the chart below using the scale provided:

1=EXCEPTIONAL 2= GOOD 3=NEEDS IMPROVEMENT 4=UNSATISFACTORY NA=not applicable

*If 3 or less please give comments in space provided.

QUALITY	RATING	ADDITIONAL COMMENTS
The student was responsible and timely.		
Student was mature, polite, and willing to serve at all times.		
The student was cooperative and easy to work with.		
The student worked hard and stayed on task.		
This service work was implemented well and completed as instructed.		
The service provided exceeded expectations.		

I attest that the above is true and correct.

Student Signature

Date

Parent Signature

Date

Supervisor Signature

Date

Do you have any future needs that our students could be of use for service?

Yes

No

Please be specific: _____

Additional Comments: _____

Printed Name of Service Site Supervisor: _____ Phone: _____

Signature of Service Site Supervisor: _____

**Please complete this evaluation at your convenience and fax or return via student or mail to:*

Campus Ministries / Service Hours

Lacordaire Academy

155 Lorraine Avenue

Upper Montclair, NJ 07043

(973) 783-9521

www.lacordaireacademy.com

Questions or concerns please call 973-746-2660.