

C.S.C. Requirement

Each year, every Sacred Heart student (grades 9-12) is required to perform at least twenty-five hours of Community Service, fifteen of which must be done for a cause other than Sacred Heart. These twenty-five hours may be served during the summer and school year (June 1st through May 31st).

If a student has performed summer hours, she should submit a CSC “Act From the Heart” form, signed by her supervisor. These hours will be recorded and do count for the twenty-five hour requirement.

No more than 5 hours per year can be earned through donating items/clothing for drives.

How To Submit Hours

It is the responsibility of the student to submit her Community Service hours. If the proper paperwork has not been completed, the hours cannot be recorded.

FOR EVERY EVENT (in-school or out), the process is as follows:

1. Fill out a Community Service “Act From the Heart” form.
2. Get the form signed by an event organizer or volunteer coordinator.
Parents cannot sign the form unless they are sponsors of the event.
3. Describe your work and write a reflection of your feelings concerning the activity in the space provided on the form.
4. Give the form to your CSC rep, a CSC officer or the CSC moderator.
5. The CSC rep files the form in your folder in the CSC file cabinet.
6. The CSC Secretary, with assistance from the CSC President, officers and class representatives records the hours on your summary card.
7. The CSC Moderator submits your hours to the Director of Studies to be recorded on your report card.
8. Final transcripts will read either “Community Service Successfully Completed” or “Community Service Requirement Not Fulfilled” for each school year.

Please Note: After each drive, you will be asked to sign the tabulation sheet that lists the items you have contributed. Please be sure that the information on the sheet is correct. Once you sign it, it will be recorded and will not be changed.