



# ST. JOSEPH CATHOLIC SCHOOL

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**“We, the Family of St. Joseph School, build up the Kingdom of God  
as we work together in faith, knowledge, and loving service.”**

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## **“SERVANTS OF THE KING”**

# **Service Log Procedures 2023-2024**

1. Students K-6 and Jr. High will turn in their completed Service Logs to their teacher as soon as they are completed or at the end of April.
2. Teachers will initial the Service Log and send it to the office via the communication folder.
3. Mrs. Birch will place Service Logs in Mrs. Jundt’s box.
4. Mrs. Jundt will collect the Service Logs and record the Service Hours. When a student has completed the Service Log, Mrs. Jundt will do the following:
  - a. Grades K-4
    - Give each student a cross via communication folders.
    - Students will write their name on it, decorate it, and return it to their teacher.
    - Teacher will send decorated crosses to the office via communication folder.
    - Mrs. Birch will put crosses in Mrs. Jundt’s box.
    - When Mrs. Jundt receives 10 or more decorated crosses, she will call students to the cafeteria and students will hang their crosses on designated wall.
    - Mrs. Jundt will take the students’ pictures by their crosses.
    - Pictures will be sent home via email.
  - b. Grades 5-6
    - Students in grades 5-6 who go on to complete **30+ total hours** will receive a service pin and certificate during a monthly acknowledgement after Mass, usually on the third Thursday of the month. (Service pins may be worn with uniforms.)
    - They may receive subsequent certificates for 70 and 90+ hours.
  - c. Jr. High
    - Students in Jr. High who go on to complete **40+ total hours** will receive a service pin and certificate during a monthly acknowledgement after Mass, usually on the third Thursday of the month. (Service pins may be worn with uniforms.)
    - They may receive subsequent certificates for **70 and 90+ hours**.
5. Mrs. Jundt will accept completed Service Logs any time up until the last school day in April.