St. Thecla Volunteer Hours

This form is to be completed by a chairperson or contact person for a St. Thecla organization or event to record hours worked for volunteers. Please refer to the St. Thecla Volunteer Hours Guidelines for detailed information about volunteer hours. Questions may be directed to schoolboard@saintthecla.org.

Event/Organization _____ Date _____

Chairperson/Contact Name _____ Phone # _____

Completed forms are to be submitted to the main office of St. Thecla School. Please print clearly.

Volunteer's First Name	Volunteer's Last Name	St. Thecla Family to Credit (in case of common names, please provide full name)	Hours Worked

Scholarship Spirituality Service
St. Thecla
Catholic Church and School
6323 N. Newcastle, Chicago, IL
773.763.3380 www.saintthecla.org

Authorized by _____ Date _____
(contact person's signature)

Hours approved by _____ Date _____
(signature from main office)

Hours recorded by _____ Date _____
(recorder's signature)