

Service Hours 2025-2026

Service hours sync to FACTS from Mobile Serve according to the Academic Calendar.
See Details Below:

Incoming Freshmen and Transfer Students:

Please keep track of your hours during the summer. Training will begin in the **Fall** to record your hours. ***See below what needs to be recorded.**

Current Students: Sophomores and Seniors: You have been trained on Mobile Serve through Theology Classes.

Reminder: Service hours sync according to the **Academic Calendar**.

All hours entered between (**August 13th, 2025***, the First Day of School) and (the last day, **May 8th, 2026**, before exams) will be reported on the current grade calendar year. *If you enter on mobile service, all hours reported before **August 13, 2025**, will be credited to the previous grade year.

These Hours Will Still Count- See IMPORTANT Note Below*

How to Locate Service Hours on Facts: (After Entered and Approved on Mobile Serve)

On Facts:

Under School Home/Family Home:

Locate the middle of the page where you see the parent's name and use the drop-down box to click on the student's name—all Service hours are located here and should match the mobile service hours (as long as they have been approved on Mobile Serve)

*2023-2024 Mobile Service Integration year.

*2025-2026 Service reporting:

1. Twenty hours each year, **whole or half hours only, please. (ex. 1, 1.5, 2, 2.5)**
2. Service performed within your own home does not count.
3. A reflection of what you did, who you helped, and how the service affected you must be included.
4. Service Hours can't be banked; you must complete a minimum of 20 each year.
5. Signature and Pictures are **optional** but appreciated.
6. **REQUIRED: *Please remember to get the Supervisor's email. They will receive an email to verify your hours, so please remember to tell them.**

I want my summer hours to report on the new current grade year in August.

How do I report those hours? You will write them down and wait to report them on the login screen on the first day of school. In the **Tell My Story Section**, you will give the actual dates in the remarks section.

***The reporting will go to that current grade year as long as the LOGGED DATE OF SERVICE is in the Academic range above, starting with August 13th, 2025.**

Questions? Please Contact Mrs. Murphy, Campus Ministry Director, murphy@shg.org