

## Journal information

Please fill in the following as you do your work during the year:

Name of my primary agency (30 or more hours):

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Name of Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Orientation: Was there one? If so, please describe:

Name of other events/agencies where I worked the remaining hours:

(Please note nature of work)

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- **Guidelines for Completing Journal**

1. Follow STA writing guidelines as found in the STA Writing Handbook.
2. **STA is a college preparatory school. As a graduation requirement, your journal must reflect this standard.**
3. Use black or blue pen, or compose journal responses using your computer and neatly paste or staple into corresponding sections.
4. **You are required to complete 8 of the 12 possible entries**—four by December 5, 2008 and four by March 13, 2009. Some of these entries may be your selection; choose entries that compliment your service experience. **However, earlier due dates and specific entries may be assigned by your theology teacher.**

**In order for you to participate in Senior Projects in the last two weeks of the school year, you must have completed the Senior Service Graduation requirement (40 hours and eight journal entries) by the end of third quarter, Friday, March 13, 2009.**