



Soup Kitchen Service Hours Policy

Community Service and Action
Updated 8/1/25 - Subject to change

This document outlines the policy and expectations for students who wish to use hours at the CSA Soup Kitchen (SK) Outreach program to fulfill any service hours requirements, as agreed upon by Community Service and Action (CSA) at Loyola University Chicago (LUC), in partnership with the St. Thomas of Canterbury Soup Kitchen (STC).

What service requirements are permitted to be fulfilled at St. Thomas through Loyola's SK Program, with advance approval?

- Course service requirements/engaged learning
- Scholarship requirements
- Loyola Office of Student Rights, Responsibilities & Conflict Resolution

Not permitted to be fulfilled at STC through Loyola's SK Program:

- Court-ordered community service

Expectations

- Students must officially communicate to the CSA their intent to use SK hours for a requirement with advance notice.
- Student must meet with CSA to discuss expectations and options to fulfill the requirement.
- CSA will not sign off on hours without advance approval
- Student must abide by SK and LUC guidelines in order to receive credit for required hours
- Student must stay at SK for an entire shift regardless of their needed hours
- Students will keep track of their own hours

For volunteers to note:

- One Soup Kitchen shift is 3 hours of service
- Volunteer spots at the SK are limited and first come first served. Having approval to use SK volunteer hours for a service requirement does not guarantee an available weekly position.
- CSA will only sign off on hours requirements during the Fall and Spring academic terms while regular SK group service is in session (I.e., CSA Coordinator cannot verify and therefore will not approve hours served during breaks).
- After obtaining CSA's signature, it is up to the student to take the initiative to complete their required hours.
- CSA will notify STC staff and SK Leaders of any students who are completing required hours. CSA will keep a record of students who request approval and are granted it.



- CSA will use the existing SK attendance tracking system to verify approved hours. This is the only method that will be accepted
- Only CSA Staff can sign off on any documentation needed for the student volunteer's requirement. Do not ask student leaders or SK staff.
- Students are not permitted to gain service hours on the final two sessions of each semester (December 2nd and 5th, April 22nd and 25th)

Please contact Community Service and Action with any questions: serve@luc.edu