

# Christian Service Overview

## Philosophy

The **goal** of the Christian Service program at St. Patrick St. Vincent High School is to develop and foster in our youth a genuine desire to help others and become actively involved in building the Body of Christ. A call to service is a basic call from Jesus to all Christians; thus service is a part of our curriculum and lifelong education.

## Model

The SPSV Christian Service program is a **project centered** model rather than an “hours” model that would allow a student to accumulate service time at various locations. The aim of such a model is to develop in students a consistent relationship with a single agency, group, charity or organization,. The length of each project is dependent upon the students’ grade. Many students serve beyond the minimum requirements to complete their service project. Each student is then required to submit the appropriate paperwork verifying their work, as well as provide some written reflection. The reflection process is vital to integrating this new experience in one’s world perspective and achieving a higher level of understanding and moral awareness.

The 2010-2011 SPSV Christian Service Program will adopt a second distinct service option called Service Learning Project (SLP). The time commitment and presentation of this option are discussed below.

## Program Overview

The program is designed to incorporate both Action and Reflection. Two options exist to complete the program: (A) the Traditional Requirements and (B) the Service Learning Project.

GENERAL REQUIREMENTS AND RESTRICTIONS (New policies for 2010 are underlined.)

1. All Agencies served by SPSV students intended for Service Program credit **MUST** be served at a verifiable non-profit agency. No ad-hoc group or parent-driven activities. A copy of the agency’s 503(c) Non Profit Certification verifying federal tax-exempt status proving it to be a non-profit corporation or association may be required.
2. All volunteer time must include on-site adult supervision.
3. Students may not be compensated in any way.
4. Service may not be performed any at privately-owned or family-operated businesses.
5. Each “day” must consist of no less than a three hour shift unless prohibited by agency policy.
6. All Service proposals must be approved by the SPSV Service Team. All changes must be requesting by using a *Request to Change* form available in the Campus Ministry office. Verifications turned in for UNAPPROVED service will not be honored.
7. All forms must be completely filled to be honored. Any missing information on any form will render it void and unacceptable.
8. Students who serve in their parishes/churches must serve in a certified leadership or catechist capacity, verified beforehand by the Pastor.
9. All Verification forms must be turned in within the same quarter the service was completed. (Example: Verification/Reflection forms for service performed in September must be turned in by the end of the first quarter. Verifications for service performed in November must be turned in by the end of the second quarter, etc.) Completed service that goes unverified beyond each quarter will be null and void, and Verification/Reflection forms for this service will not be honored.

10. Extensions may be granted on a case-by-case basis. Extensions are usually granted if your service agency requires more time from you. No extension will be granted for simple failure to attain signatures after work is complete.
11. All forms must be completed with hand-written information and original signatures from verifying agency officials. No photocopied, faxed, stapled, or electronic paperwork will be honored.

### OPTION A: Traditional SPSV Service Requirement

**FRESHMEN** are provided a thorough orientation to the Christian Service Program in August. Students are then given options for group and individual projects in our community and must complete a Preference Form by a prescribed deadline. From these Preferences, SPSV Campus Ministry Service Team will assign the approved service. Students are required to complete **two days** of service. A specific Freshmen Verification/Reflection Form and a written reflection are due WITHIN ONE WEEK after service is completed. Ultimately, the turn-in deadline for the Verification Form and the written reflection is no later than Monday, May 2, 2011.

Freshmen students must be aware that those who miss an ASSIGNED service event (those coordinated through SPSV Campus Ministry) without adequate notice will incur two consequences:

- 1) a behavioral detention (to be served after school)
- 2) an additional day of service will be required, raising the requirement to three days.

**SOPHOMORES** must complete a minimum of **four days** of service at the same site. Proposal Form turn-in deadline is no later than Friday, October 1, 2010. The turn-in deadline for the Verification/Reflection Form and the written reflection is no later than Monday, May 2, 2011.

**JUNIORS** must complete a minimum of **eight days** of service at the same site. Proposal Form turn-in deadline is no later than Friday, October 1, 2010. The turn-in deadline for the Verification/Reflection Form and the written reflection is no later than Monday, May 2, 2011.

As of Fall 2010, juniors may not volunteer for any agency or organization who employs any family member (immediate or extended family). This includes, but not limited to extended care sites, athletic teams, and health care facilities. Exemptions may be granted on a case-by-case basis.

**SENIORS** students complete a minimum of **eight days** of service at the same site. Proposal Form turn-in deadline is no later than Friday, October 1, 2010. The turn-in deadline for the Verification/Reflection Form and the written reflection is no later than Friday, March 4, 2011.

As of Fall 2010, in addition to the junior restriction concerning working for family members, seniors *in order to fulfill the basic eight-day requirement* may not volunteer for any function occurring on the St. Patrick-St. Vincent High School campus. This includes, but not limited to summer camps and classes, athletic teams, library and office aides, teachers' assistants, etc. Exemptions may be granted on a case-by-case basis. (Note: this restriction does not apply to functions conducted by charity groups unaffiliated with SPSV, such as Relay for Life.)

Seniors are not restricted from on-campus service entirely. Any service performed on-campus, in support of an SPSV program or event may apply to Beyond the Call service. (See **Beyond the Call** below.)

**Beyond the Call:** Students who complete additional service beyond what is required, should keep an *Official Beyond the Call Record* of their time served and return it directly to the Christian Service In-box located in the Campus Ministry office. All forms go into students' individual Christian Service folders that are returned to students at the end of Senior year. Letters of appreciation may also kept in these files.

**The CSAC Service Recognition** was established in 2009 by the Catholic School Action Committee to recognize and honor those SPSV students who have performed Christian Service *far beyond* the call for their schools, their churches, and the Vallejo community at large. These students not only have shown their personal best, but demonstrate through their service the best SPSV has to provide to the future of our society. Only those students who turn in verifiable Beyond the Call forms are eligible for this recognition.

**Summer Option:** Students entering Sophomore, Junior or Senior year, may complete their service requirement during the summer. Special *Summer Service* forms are available online and in the Campus Ministry office. Details and sign-ups for this option must be discussed with and approved by SPSV Campus Ministry or Development personnel. Verification of summer service is due on the first week of classes in August.

#### OPTION B: Service Learning Project Requirement (SLP)

##### *Our Vision for the Service Learning Project*

The Service Learning Project is a new opportunity for SPSV students to perform their Christian Service by delving deeply into causes dear to them that touch on specific lessons of their academic program. Traditionally, ***Service-Learning*** is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. The SLP will require direct affiliation with one of the hundreds of charitable organizations in the Bay Area where students will research, apply, and interact with a chosen organization (according to the organizations policies), participate in organizational functions or outings, and present their findings.

The SPSV Service Team will collaborate with Academic Board and its Departments to develop strategies to make the Service aspect of this Project augment the Learning aspect by fostering in-class projects that resonate with specific curricula in each Department. The SLP is open to all grades.

##### ***Requirements and Restrictions of the SLP***

1. All General Requirements and Restrictions apply to the SLP.
2. SLP Applicants must turn in a "Statement of Intent" that coincides with Option A deadlines. All consequences apply for missing these deadlines.
3. The SLP Outline Form clarifying specific points as to the direction and purpose of the SLP must be turned no later than Friday October 15, 2010. Consequences for missing this deadline will resemble those details below.
4. Project Requirements will be distributed during Service Orientation presentations.

5. The SLP will culminate in the Service Learning Faire during the month of March. The specific date will be disseminated at an appropriate time. This event will be open to the public.

## **CONSEQUENCES FOR INCOMPLETE CHRISTIAN SERVICE**

### ***PowerSchool Recording of Forms' Submission***

**FRESHMEN** must complete and submit Preference Forms to the Christian Service box in religion classrooms by the specific date announced in class. Those making this deadline will have a "P" (for Pass) placed in their PowerSchool Christian Service report. Those missing this deadline will have an "F" (for Fail) placed in their PowerSchool Christian Service report. The "F" mark will be changed when the form is submitted.

**SOPHOMORES, JUNIORS & SENIORS** who do not submit Proposal Forms online by Friday, October 1, 2010 will have an "F" (for Fail) placed will be given in a separate "Christian Service Proposal" entry on their report cards. The mark will be changed when the form is submitted.

**SENIORS** who do not complete service and submit a Verification Form by Friday, March 4, 2010, will be given an "F" (for Fail) placed will be given in a separate "Christian Service Verification" entry on their 3<sup>rd</sup> Quarter report cards. The mark will be changed when the form is submitted. Seniors who do not complete this requirement will not participate in the graduation day ceremony nor receive a diploma. A diploma will be granted upon completion of the requirement.

**FRESHMEN, SOPHOMORES & JUNIORS** who do not complete service and submit a Verification Form by Monday, May 2, 2010, will be given an "I" in a separate "Christian Service Verification" entry on their report. The mark will be changed when the form is submitted. Christian Service **must** be completed during the Summer. Students may be required to complete additional service at SPSV, as well. Grades will be changed when service is completed and forms are submitted to Campus Ministry.

### ***Disciplinary Consequences for Missing Service Turn-in Deadlines***

**PROPOSAL FORM:** Any student who does not turn in the required Proposal Form by October 1, 2010 deadline will be assigned a one-hour detention to be served at the Dean's discretion. The student then will have a four-day grace period, ending October 5, 2010. If the Proposal Form is not turned by this time, the matter will be turned over to the Dean of Students. The student will be assigned a three-hour Saturday detention to be served at the Dean's discretion. Students not turning in the Proposal form by October 7, 2010 will be placed on Disciplinary Probation will lose all extra-curricular privileges.

**VERIFICATION FORM--SENIORS:** Any SENIOR who does not turn in the required Verification/Reflection Form by Friday, March 4, 2011 will be assigned a one-hour detention to be served at the Dean's discretion. The student then will have a four-day grace period, ending Tuesday March 8, 2011. If the Verification/Reflection Form is not turned by this time, the matter will be turned over to the Dean of Students. The student will be assigned a three-hour Saturday detention to be served at the Dean's discretion. Students not turning in the Verification/Reflection form by March 10, 2010 will be placed on Disciplinary Probation will lose all extra-curricular privileges, including

but not limited to loss of athletics and exclusion from Prom. Seniors will potentially lose the privilege of walking in Commencement Ceremonies if Verification Form is not turned in by 4:00pm on the Friday preceding Commencement.

**VERIFICATION FORM—JUNIORS, SOPHOMORES, & FRESHMEN:** Any junior, sophomore, or freshman who does not turn in the required Verification/Reflection Form by Monday, May 2, 2011 will be assigned a one-hour detention to be served at the Dean's discretion. The student then will have a two-day grace period, ending Wednesday May 4, 2011. If the Verification/Reflection Form is not turned by this time, the matter will be turned over to the Dean of Students. The student will be assigned a three-hour Saturday detention to be served at the Dean's discretion. Students not turning in the Verification/Reflection form by Friday, May 6, 2011 will be placed on Disciplinary Probation will lose all extra-curricular privileges, including but not limited to loss of athletics. Service still not completed by the end of the school year is required to be completed during the summer in order for the student to be removed from Disciplinary Probation.

**For questions and clarifications, please contact  
Bill Kraft, Christian Service Coordinator**

Email: [b.kraft@spsv.org](mailto:b.kraft@spsv.org)

Phone: 707-644-4425 ext. 425