

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 built upon a **project centered** model where students will volunteer at a single and accumulate hours. 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. Each student is then required to submit the appropriate paperwork verifying their work, as well as provide a 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. .

Program Overview

The program is designed to incorporate both Action and Reflection.

GENERAL REQUIREMENTS AND RESTRICTIONS

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. 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.
6. All forms must be completely filled to be honored. Any missing information on any form will render it void and unacceptable.
7. Students who serve in their parishes/churches must serve in a certified leadership or catechist capacity, verified beforehand by the Pastor. Babysitting for Mass will be allowed, however serving refreshments after Mass will not.
8. **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.**

FRESHMEN are provided a thorough orientation to the Christian Service Program in August. Students are then given options for events 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. Though an hourly requirement is in place for older students, freshmen can finish their Christian by attending events arranged by SPSV. These events will total less than the 10 hour total requirement. If freshmen fail to attend their assigned events, then the 10-hour requirement will become necessary.

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 **Friday, May 4, 2012.**

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) they will be required to serve 10 hours, thus no longer be eligible for the two-event requirement.

SOPHOMORES must complete a minimum of **fifteen hours** of service at the same site. Proposal Form turn-in deadline is no later than **Friday, September 30, 2011.** The turn-in deadline for the Verification/Reflection Form and the written reflection is no later than **Friday, May 4, 2012.**

JUNIORS must complete a minimum of **twenty-five hours** of service at the same site. Proposal Form turn-in deadline is no later than **Friday, September 30, 2011.** The turn-in deadline for the Verification/Reflection Form and the written reflection is no later than **Friday, May 4, 2012.**

Juniors may not volunteer for any agency or organization that 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. The rationale for this restriction

SENIORS students complete a minimum of **twenty-five hours** of service at the same site. Proposal Form turn-in deadline is no later than **Friday, September 30, 2011.** The turn-in deadline for the Verification/Reflection Form and the written reflection is no later than **Friday, March 9, 2012.**

In addition to the junior restriction concerning working for family members, seniors *in order to fulfill the basic twenty-five hour 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, the garden, 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 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 service during the summer of 2012 is due **Friday, August 26, 2011**.

CONSEQUENCES FOR INCOMPLETE CHRISTIAN SERVICE

Powerschool Recording Of Forms Submission For Missing Proposals Deadline

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 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.

MISSING VERIFICATION DEADLINE

SENIORS who do not complete service and submit a Verification Form by **Friday, March 9, 2012**, will be given an "F" (for Fail) placed will be given in a separate "Christian Service Verification" entry on their 3rd Quarter report cards. The mark will be changed when the form is

submitted. Seniors failing to submit a Verification as late as Field Day/Prom will be barred from Prom. 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 **Friday, May 4, 2012**, 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 **September 30, 2011** deadline will be assigned a one-hour detention to be served at the Dean’s discretion. The student then will have a brief grace period, ending **October 4, 2011**. 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, 2011** 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 9, 2012** 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 **Friday March 16, 2012**. If the Verification/Reflection Form is not turned by this time, the matter will be turned over to the Dean of Students. The student is subject to a three-hour Saturday detention to be served at the Dean’s discretion. Students not turning in the Verification/Reflection form by **March 23, 2012** will be subject to Disciplinary Probation and 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 **Friday, May 4, 2012** will be assigned a one-hour detention to be served at the Dean’s discretion.. If the Verification/Reflection Form is not turned by **Tuesday, May 8, 2012**, the matter will be turned over to the Dean of Students. The student will be subject to a three-hour Saturday detention to be served at the Dean’s discretion. Students not turning in the Verification/Reflection form by **Friday, May 11, 2012** will be subject to 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

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BIG ORIENTATION AT THE HUMANE SOCIETY AT THE BEGINNING OF THE YEAR.

SPSV CHRISTIAN SERVICE

Please notice new **time** requirements for Christian Service.

All Verification Forms are due within the Quarter the work is performed.

SENIORS

Seniors must submit Proposal Forms by Friday, September 30, 2011, and submit a Verification/Reflection Form by Friday, March 9, 2012. *The time required to complete Senior Christian Service is 25 hours of accumulated work at a single site.*

SOPHOMORES and JUNIORS

Sophomores and juniors must submit Proposal Forms by Friday, September 30, 2011, and must submit a Verification/Reflection Form by Monday, May 4, 2012. *The time required to complete Junior Christian Service is 25 hours of accumulated work at a single site. The time required to complete Sophomore Christian Service is 15 hours of accumulated work at a single site.*

FRESHMEN

Freshmen must complete and submit Preference Forms to the Christian Service box in religion classrooms by Friday, September 30, 2011. Freshmen Verification/Reflection Forms are due WITHIN ONE WEEK once the event is completed. Ultimately, the turn-in deadline for the Verification Form and the written reflection is no later than Monday, May 4, 2012. *The time required to complete Freshmen Christian Service is 10 hours of accumulated work. May be at no more than three sites.*

Consequences

Student missing announced turn-in deadlines will incur a one hour after school detention. Delinquent turn-ins past the announced class specific grace will serve a Saturday detention. Further delinquency toward turn-ins will warrant placement on Disciplinary Probation and exclusion from extra-curricular activities.

PowerSchool

Submission of all forms will be recorded and can be tracked using PowerSchool. All classes, Freshmen through Seniors, need to look to their PowerSchool Christian Service "Proposal Approved" report to find whether or not their project are approved to proceed.