

ST. JOSEPH CATHOLIC SCHOOL

2010-11 HIGH SCHOOL SERVICE PROGRAM

I. MISSION The Mission Statement of St. Joseph Catholic School states “*It is our intention...to challenge students...to live as Christian examples of faith to one another and to the extended community.*” Integral to living the Christian example is service to others, especially to the poor and the vulnerable. Jesus assures us that whenever we serve “the least of his brothers,” we serve him (Matthew 25:31-46). The High School Service Hour program is one way that St. Joseph Catholic School students live the Christian example of service.

II. GOALS Through the Service Hour Program, students will

- Become conscious of and committed to a life of justice and service.
- Grow in compassion and empathy for the poor and vulnerable.
- Deepen their understanding of the dignity and value of all human life.
- Develop an experiential basis for reflection on social justice issues.
- Grow in maturity, self-confidence, and responsibility.
- Form relationships and familiarity with service agencies.

III. SERVICE HOUR PROGRAM GUIDELINES

A. DEFINITION OF SERVICE HOURS. St. Joseph Catholic School service hours must be volunteer work to benefit the needy and disadvantaged or to propagate the Mission of the Church. *This includes helping people who are experiencing poverty, discrimination, poor health, old age, and/or physical/mental limitations.* The service must be done through **pre-approved** community service and enrichment organizations and activities.

B. ACCEPTABLE SERVICE HOURS

1. **DIRECT WORK TO HELP THE NEEDY AND TOWARD COMMUNITY SERVICE ORGANIZATIONS.** Some examples are serving food in a soup kitchen, tutoring “at risk” children, visiting with seniors at a nursing home, helping at Special Olympics, sorting food in a pantry, giving blood, building homes for the needy, or a run/walk to raise money.
2. **ENVIRONMENTAL AND ANIMAL STEWARDSHIP SERVICE.** Some examples are trash pick-up, building hiking trails, and work at animal shelters.
3. **SCHOOL AND CHURCH SERVICE.** Work that serves St. Joseph Catholic School and/or the student’s church community. Some examples are: Physical labor, fundraisers, Vacation Bible School, and teaching catechism classes.

C. UNACCEPTABLE SERVICE HOURS. Any work for an organization that does not provide specific services to the needy will not be accepted. This includes, but is not limited to, work with Universities and Colleges, political work, scholarship fundraisers, community and civic government, and sports fine arts, and entertainment organizations (such as acting, dancing, symphony, etc.) Service hours may not be performed during school hours. Final approval of all service hours will be determined by the Campus Minister.

D. AMOUNT OF SERVICE HOURS REQUIRED. Freshmen are required to complete a minimum of **fifteen** (15) hours; 7.5 hours are to be completed by the end of the first semester. Sophomores, Juniors, and Seniors are required to complete a minimum of **twenty** (20) hours each year, ten hours by the end of the first semester.

E. PERFORMING SERVICE HOURS

1. **Fall Service Hour Due Date:** Tuesday, December 14, 2010, by break. Students who do not complete at least one-half of their required yearly service hours by December 14 will lose eligibility for extracurricular activities and their exempt status for final exams. Students will remain ineligible for extracurricular activities until the appropriate amount of hours is completed and recorded with the Campus Minister.
2. **Senior Final Service Hour Due Date:** Tuesday, May 17, 2011, by Break. Seniors who do not complete their Service Hour requirement by the deadline will lose their exempt status for final exams. Seniors will not receive their diploma until the appropriate amount of hours is completed and recorded with the Campus Minister.
3. **Freshman, Sophomore, and Junior Final Service Hour Due Date:** Tuesday, May 24, 2011, by Break. Students who do not complete the Service Hour requirements by the deadline will lose eligibility for extracurricular activities and their exempt status for final exams. Students will remain ineligible for extracurricular activities throughout the summer and the following school year(s) until the appropriate amount of hours is completed and recorded with the Campus Minister.
4. Hours above and beyond the year's minimum will be noted on the students' record but will not carry over to the following years' requirement.

F. APPROVAL OF SERVICE HOURS

1. A list of pre-approved Service Hours and Agencies will remain posted on the Campus Ministry Bulletin Board and school website.
2. It is recommended that Students check with the Campus Ministry Office for approval of all service work that is not advertised by the Campus Ministry Office. Students who perform unapproved service work run the risk of having the work not count toward their requirement.
3. Approval can be done by a hand-written note or via email.

G. RECORDING OF SERVICE HOURS

1. **Students must complete** and turn in a Service Hour Verification Form or have an adult representative from the service agency send an email to Mr. Valentino. Failure to properly complete and submit Service Forms will result in delayed recording of the hours.
2. **Incomplete Service Forms** will not be counted and will be returned to the student for completion.
3. **Service Hour Verification Forms can be found** on the Campus Ministry Bulletin Board and online at www.stjosephbcs.org.
4. **All Service Hour Verification Forms must be signed by** a supervisor of the agency for whom the work was completed, otherwise the form will be considered incomplete. It is recommended that students take a Service Hour Verification Form with them when they serve, have their service supervisor sign the form immediately following the service, and promptly submit the form for credit.
5. Students are to keep a personal record of all Service Hours submitted.
6. The Campus Minister may contact service sites to verify and evaluate the student's participation.