



## Frequently Asked Questions (FAQ) about Service

### ***Who am I Serving?***

In response to the Lasallian Mission Assessment Visit in January 2019, the administration, faculty, and department of campus ministry decided to implement a new requirement for at least 25% of the hours students earn per year to be hours in direct service to the poor and marginalized. Persons to serve include the elderly, disabled (physically or intellectually), sick, homeless, or poor.

### ***Why am I serving the poor and marginalized?***

Learning about human dignity and social justice (among other topics) corresponds to the enactment of the principles you learn through your service hours. You are putting corporal and spiritual works of mercy into action.

### ***What does it mean to perform acts of DIRECT CHRISTIAN SERVICE?***

It means you are interacting face-to-face with the poor/marginalized community you have chosen to serve. You are building relationships with those you are serving.

### ***What are some examples of the types of places I could do my service hours?***

- Hospitals
- Nursing homes/assisted living centers
- Soup Kitchens
- Homeless Shelters
- Tutoring Students at low-income schools
- Coaching kids with physical/mental disabilities
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### ***May I do service at an animal shelter?***

Yes, but these are not counted towards Christian Direct service hours. The guiding principles for Christian direct service are found in the Corporal and Spiritual Works of Mercy which pertain to humans, not animals.



***Can I box food or other items for shipment to poor countries? What about fundraising? Or doing paperwork for a homeless shelter?***

Yes.

***How do I know if the position I am assigned qualifies me for my required hours?***

If you are being compensated, these hours will not count. The required Christian Direct hours are volunteer (i.e. free). If you are simply taking the place of a paid employee, the hours will not count.

***How many Direct Christian service hours do I need?***

6 hours toward your 25 hour requirement.

***Must I complete them all at the same service placement?***

You are strongly encouraged to complete all of your hours at the same service placement as you are building a relationship with an organization and community that will hopefully last for years. Remaining at the same service placement shows honoring commitments to these organizations and to your commitment as a disciple of Christ.

***May I complete service hours over the summer?***

Yes. The service calendar year spans from June 1<sup>st</sup> to May 30<sup>th</sup>.

***Can I split these hours between summer and during the school year?***

Yes, as long as you earn 25 hours prior to May 1<sup>st</sup>

***What is the deadline for logging my Summer Hours?***

Summer hours completed from June 1<sup>st</sup> to the First Day of School must be submitted prior to September 15<sup>th</sup> for **ALL STUDENTS**.



***What are extracurricular hours?***

These are hours that extend past the annual 6 hour direct service requirement and 25 total hour requirements.

***Why would I want to record those?***

All service hours will be recorded on your high school transcript. Colleges will know that you surpassed your requirements with regards to community service.

***Is there recognition for students who go above and beyond their call to service?***

Yes. Students who earn over 100 hours of community service in a given year will be given an award during the year-end academic awards ceremony. Any Senior who has accomplished over 500 hours of community service during their four years in high school will be recognized at the Senior awards convocation at the end of the year. These hours must be logged in before April 1<sup>st</sup> for the student to receive recognition.

***What are the service deadlines?***

Students must complete 15 service hours by the second Friday in December. The annual 25 hour service hour requirement must be completed by May 1<sup>st</sup>.

***What are the penalties for missing these deadlines?***

Fall Semester: Detentions will be assigned on a weekly basis until the 15 hours are submitted.

Spring Semester: Students will serve a 2-hour detention along with weekly detentions until the hours are submitted. Students will not be allowed to attend prom if the hours are not completed. Students may be held back or forcibly withdrawn from Saint John Paul II academy if the annual 25 hour requirement is not completed.

Seniors Requirements: Any Senior not meeting the deadlines will not be allowed to attend prom, grad bash, or potentially commencement if their 25 hour annual requirement is not completed. Any Senior that does not complete the 100 hour requirement they may not be eligible to graduate from Saint John Paul II Academy.



### ***How do I find a place to do my hours?***

There are several options:

- Use internet search engines to find the type of service that you would be interested in.
- Visit the Office of Campus Ministry for suggestions.
- Make connections during the annual community service fair.
- Talk to the Senior class to ask for recommendations.
- Ask faculty and staff for recommendations.

### ***How do I submit my service hours?***

This depends on if you are an incoming Freshman, Transfer Student, or Current Student

#### **Incoming Freshman:**

- Christian Service forms can be obtained online in the Faith & Service Tab on the Saint John Paul II Academy website.
- Forms must be completely filled out including supervisor contact information, supervisor signature, service hour times, and the student's signature.
- Forms can be submitted via email [csmith@sjpii.net](mailto:csmith@sjpii.net) or in person via the Office of Campus Ministry or at the front desk in Carmelite Hall.
- Incoming Freshman will be required to follow the guidelines set for the Sophomores, Juniors, and Seniors after September 15<sup>th</sup>.
- Freshman will be required to download MobileServe on their Mobile devices during orientation with the Director of Campus Ministry.

#### **Current Students (Returning Sophomores, Juniors, Seniors)**

- Students must utilize MobileServe to submit all hours.
- Students are required to provide the following in each MobileServe submission
  - Date of Service
  - Duration of the Service
  - Category of the Service
  - Location of the Service
  - A Detailed but brief description of the service performed
  - Supervisor name
  - Supervisor email
  - A picture of the venue or the event where the service took place
  - Failure to follow the requirements will lead to a rejection of the hours and may require resubmission
- In the event that a student is unable to utilize MobileServe, paper forms will be accepted until the MobileServe issue is resolved.
- Service must be logged within one calendar week of the service being performed.



- Sophomores, Juniors, and Seniors are required to submit a one-page reflection on their Christian service experience to their Theology teacher due in the Spring at a date determined by the Theology teacher.

#### Transfer Students:

- Transfer Students will be required to download MobileServe on their Mobile devices during orientation with the Director of Campus Ministry. Transfer students will be held to the same standards set in place for returning students.
- It is the responsibility of the transfer student to contact their former high school to acquire records of their service hours. Service hour records can be submitted to [csmith@sjpii.net](mailto:csmith@sjpii.net) where they will be entered onto RenWeb. If you require assistance with requesting service hours, please contact the Office of Campus Ministry.

#### *Can I have some tips on how to interact with community service organizations?*

#### **DO:**

- Politely call and ask for an appointment to talk or meet with the Volunteer Coordinator or other person in a position of management.
- Leave a message if no one answers with your name, contact info, and reason for calling. -Show up to an appointment on time and well dressed.
- Ask what volunteer opportunities are available. -Show your enthusiasm for serving the population that the organization serves.
- Ensure they have volunteer work available for you.
- Ask when and how often you can volunteer.
- Ask for a full time employee to be your supervisor, who can verify the hours once you've completed them.
- Show up promptly at the times you set up for
- Be courteous and follow instructions from staff
- Behave as Jesus taught us

#### **DO NOT:**

- Demand a meeting.
- Have your parents call or set up meetings for you.
- Ask a parent to be your supervisor, even if they work at or run the organization.
- Show up late or disheveled to appointments.
- Use an organization's failing to call you back as an excuse not to turn in your form.
- Fail to show up when you schedule a volunteer time, only in extreme emergencies should this occur and immediate notice should be provided to supervisors. **YOU ARE BEING COUNTED ON.**
- In any way try to manipulate the service hour system, falsely report hours, or log hours for which you were compensated. Students who are found violating this policy will be subject to disciplinary action. Do not Wait until the last minute to complete you hours.