



# Service Learning Program Overview

## Father McGivney Catholic High School

### Purpose

The ultimate purpose of the Service Learning Program is to help students realize that their faith should not be confined to the church or chapel but should permeate every aspect of their lives such that faith becomes the guiding principle of every action. This shows a student making their faith in a real and lived experience in serving others as St. James reminds us “for just as a body without a spirit is dead, so also faith without works is dead” (James 2:26).

### Requirements

Before students can be eligible to graduate, they must demonstrate a living faith by documenting 70 hours of individual service (10 hours minimum as a Freshman, 15 hours minimum as a Sophomore, and 20 hours minimum as a Junior and 25 hours minimum as a Senior), plus 128 hours (32 hours per year) acquired through school-sponsored House service days. Transfer students are usually required to perform a lesser amount and should consult with the Faith Formation Director/Principal.

As an extension of our *Servire Culturae Vitae* motto, students will be expected to complete, at a minimum, the percentage of their service to the following designated communities:

- 20% to the Father McGivney Catholic High School community
- 40% to the student’s parish (or any parish) community
- 40% to the surrounding local community

For example, student service hour requirements can be completed in the following way:

Service Hour Breakdown	Freshmen Hours (10 hours total)	Sophomore Hours (15 hours total)	Junior Hours (20 hours total)	Senior Hours (25 hours total)
20% to school	2 hours	3 hours	4 hours	5 hours
40% to parish	4 hours	6 hours	8 hours	10 hours
40% to community	4 hours	6 hours	8 hours	10 hours



## Guidelines

Students should fill out the required paperwork and seek the appropriate permissions before beginning service to the community. During this service, the student should keep a running list of the hours worked and provide the supervisor with the appropriate evaluation form. When the service is completed (or before May 1st), the student should submit the required paperwork - the service hours' time sheet and reflection essay - to the Faith Formation Director.

Students may not be paid for the service they complete. Babysitting, household chores, and yard work for family or neighbors do not count toward the Service Learning Program requirements. This is classified as "expected" service.

Project supervisors must be a responsible adult capable of adequately supervising a minor. Project supervisors must also be trustworthy and demonstrate the character traits of honesty and integrity, especially in their duty to accurately keep record of student service hours.

## Documentation

1. First, a service project must be chosen to meet the needs of a particular community: school, parish, local area. Students are required to complete a minimum of 20% of their required hours in service to Father McGivney Catholic High School (fundraising events, concession stand work, setting up or cleaning up for school events, assisting with athletic camps), a minimum of 40% of their required hours of service to a local parish (all liturgical ministry, pro-life activities, retreat teams, vacation Bible school, etc.), and a minimum of 40% of their required hours of service to the surrounding local community (organize at a food pantry, serve at a soup kitchen, volunteer at a nursing home, clean up a cemetery, work as a camp counselor, etc.). All hours above the required minimum will count towards the Community Cup competition.
2. Second, IF the chosen service project DOES NOT appear on the "Approved Service Organizations" form on the school website under "Faith Formation", the student must formally propose the service opportunity to the Faith Formation Director for approval. The student and parent must complete and submit the "New Service Project Request" form on the school website under "Faith Formation" before the intended service can be completed. These forms will be due on or before the last day of the second quarter and NO new service projects may be proposed after the last day of the second quarter. The Faith Formation Director will approve all requests for new service projects. Students will not receive credit for new service projects unless this guideline is followed.
3. Third, all service hours must be documented. As service is fulfilled and hours are accumulated, this information can be documented using the "Service Learning Program Time Sheet" and verified by the project supervisor. Hours should be submitted to the



Faith Formation Director on or before May 1st so that they can be documented on the student's report card. In addition, the student is advised to keep a photocopy for his/her own records.

4. Fourth, the project supervisor must verify that service has been completed and sign off on the number of hours the student has performed.
5. Fifth, the student will evaluate his or her experience of service by spiritually and prayerfully reflecting on the impact it had on the community and themselves in a reflective essay to be completed on or before May 1st.
6. On or before May 1st, ALL Service Hours should be completed and students will turn in their Service Hour Time Sheets and Reflective Essays to the Faith Formation Director.

### **Reflection Essay**

Upon successful completion of the service students will evaluate their service hours by spiritually reflecting on the impact it had on the community and themselves by answering the following questions:

- What did you accomplish through your volunteer service & how did you accomplish them?
- What did you do to serve God and your neighbor? How did you make a difference in the lives of others?
- Did your volunteer work help you to grow spiritually, morally, intellectually, and/or physically? In what ways? Where did you see, feel, or experience God in this?
- What kind of impact did you have on the people you served or the organization you assisted?
- Were your attitudes and perceptions changed by this experience? If so, how? If not, why not?
- Would you go to the same places you served at? Where else could you perform some works of service at? What did you learn from your service experiences?

The following criteria must be met for all reflection essays:

- At least 400 words in length.
- Follow MLA format (Name, Name of House, House Mentor Teacher Name, Date & a Title)
- Include detailed and insightful responses.
- Note: students may be asked to give further insight and detail if lacking in submitted reflection.



# Approved Service Organizations

## Father McGivney Catholic High School

The ultimate purpose of the Service Learning Program is to help students realize that their faith should not be confined to the church or chapel but should permeate every aspect of their lives such that faith becomes the guiding principle of every action.

As an extension of our *Servire Culturæ Vitæ* motto, students will be expected to complete, at a minimum, the percentage of their service to the following designated communities:

- 20% to the Father McGivney Catholic High School community
- 40% to the student's parish (or any parish) community
- 40% to the wider local community

This document contains all approved organizations or events students can choose for their service projects.

If a service project DOES NOT appear in this document, the student must formally propose the service opportunity to the Faith Formation Director for approval. The student and parent must complete and submit the *New Service Project Request* form on the school website under "Faith Formation" before the intended service can be completed. These forms will be due on or before the last day of the 2nd quarter and NO new service projects may be proposed after the last day of the 2nd quarter. The Faith Formation Director will approve all requests for new service projects. Students will not receive credit for new service projects unless this guideline is followed.

ALL students must turn in their Service Hour Time Sheets and reflective essays to the Faith Formation Director on or before May 1st.

## Service Projects to Father McGivney Catholic High School

- New student orientation
- Open Houses
- Halloween 5K
- Set up/clean up for any school dance, Homecoming or Prom
- Assisting/coaching at athletic summer camps
- Concession stand for home athletic events
- Weeding the rock gardens
- Cleaning the school buses
- Sanitizing classroom tables
- General office/development assistance
- Scholar bowl timers and scorekeepers
- 8th grade athletic tournaments

## Service Projects to local parish

- St. Paul Kirchenfest, Highland
- St. Boniface "Bonifest", Edwardsville
- St. Jerome Chicken Dinner, Troy
- Our Mother of Perpetual Help Chicken Dinner, Maryville
- St. Mary's Fall Fest, Edwardsville / Silent Dinner Auction
- St. Michael's Oktoberfest, Staunton
- Sts. Peter and Paul Parish Picnic
- Holy Trinity (Fairview Heights) Parish Picnic
- PSR at any area parish
- Two for Tea, My Doll and Me at St. Boniface
- Catholic Church Breakfast at any area parish
- Liturgical ministry at Mass (server, lector, usher, choir)
- Fish fry at any parish
- Retreat Core Teams: Timothy Retreat, Luke 18 Retreat, etc.
- Vacation Bible School at any parish
- St. Boniface Live Nativity
- St. Nicholas Parish Golf Outing

## Service to surrounding local community

- St. Vincent De Paul Food Pantry
- St. Frances de Sales Food Pantry
- St. Jacob 5k
- IRun 5k Program
- SJN 5k
- Collinsville Italian Fest
- Highland Jaycee's Jr. High Dances
- ABL Pregnancy Center
- Mosaic Pregnancy Center
- Challenger Baseball
- Wounded Warrior 5K Run, O'Fallon
- Concession stand at local grade schools
- Special Olympics
- Airman's Attic at Scott Air Force Base
- New Douglas Sausage Supper
- Local nursing homes
- Local hospitals
- Local libraries
- "Better than Ever" speech and language service
- Soup Kitchen, St. John's UCC
- Collinsville Area Ministerial Association (CAMA) Food Pantry
- Covenant Radio Telethon
- First Clover Leaf Bank Health Fair
- Holiday Magic
- Cleaning up community parks (Airplane Park in Edwardsville, Mississippi River/Old Chain of Rocks Bridge Park)
- AARF
- Fairmount Park
- 4-H Literacy Program
- YMCA cleaning, events, or programs
- Humane Society
- Rockin 4' Relief
- iCan Shine Bike Camp
- FCB Bank food collection and clothing drive
- Organizations found on the website for [Faith Coalition Edwardsville](#)

**This is not a complete list. Do not wait to ask to be of service!**

**NOTE: If a service project DOES NOT appear in this document, the student must formally propose the service opportunity to the Faith Formation Director for approval. The student and parent must complete and submit the *New Service Project Request form*.**



# New Service Project Request

Father McGivney Catholic High School

**Student First Name:** \_\_\_\_\_

**Student Last Name:** \_\_\_\_\_

**Class:**    **Freshman**        **Sophomore**        **Junior**        **Senior**

**Name of proposed new Service Project:**

\_\_\_\_\_

**Please describe below why this service project should be included in the list of Approved Service Organizations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Full Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

-----  
**DO NOT WRITE IN THIS SPACE**

**TIMESTAMP:** \_\_\_\_\_        **APPROVAL:** \_\_\_\_\_



# FATHER MCGIVNEY CATHOLIC HIGH SCHOOL

## Service Learning Program Time Sheet



Student First & Last Name \_\_\_\_\_ Class: Freshman    Sophomore    Junior    Senior

House: \_\_\_\_\_ House Mentor: \_\_\_\_\_

### Service to Father McGivney Catholic High School

Date	Start Time	End Time	Total Hrs.	What did you do?	Supervisor Name & Signature

### Service to Local Parish

Date	Start Time	End Time	Total Hrs.	What did you do?	Parish Name?	Supervisor Name & Signature

### Service to Surrounding Community

Date	Start Time	End Time	Total Hrs.	What did you do?	Where?	Supervisor Name & Signature

**DO NOT WRITE IN THIS SPACE**

**Service to Father McGivney Catholic High School**

Date	Start Time	End Time	Total Hrs.	What did you do?	Supervisor Name & Signature

**Service to Local Parish**

Date	Start Time	End Time	Total Hrs.	What did you do?	Parish Name?	Supervisor Name & Signature

**Service to Surrounding Community**

Date	Start Time	End Time	Total Hrs.	What did you do?	Where?	Supervisor Name & Signature

**DO NOT WRITE IN THIS SPACE**