

Service Verification Paper

15 hours and ONE paper per year.

NOTE: All community service must be verified on the organization's letterhead and include the following: Date(s)/time(s) of service, activity performed, supervisor's name and signature, position, phone number and e-mail address.

Grade _____

Last Name _____

First Name _____

Date(s) of Service _____

Choose one and circle: **Parish** **Community** **School**

Description of Service: (Exactly what did you do?)

Hours Completed: _____

Adult who can verify service (Print name)

Adult Signature _____

His/Her telephone number _____

Job Title of individual _____

His/Her E-mail Address _____

Seniors: All Service hours and Paper due by end of 1st Qtr school year.

Sophomore: Juniors: All Service hours and Paper due by April 1st school year.

Freshman: Service Project and Paper due by April 1st school year.

Paper Requirements: Reflection papers should be 300-500 words, typed in font 12 Times New Roman, double-spaced with spelling and grammar checked and e-mailed to the required e-mail address posted in Campus Ministry Office. Reflection paper should relate all of your service from the year. Please write from such thing as; How your experience meet what Jesus teaches in the beatitudes; reflect how you have helped to build God's kingdom; and/or how this experience will help you live a morale life as you live your life.

READ/SEE BACKSIDE OF THIS FORM

SERVICE HOURS DEFINED

Service is defined as anything that involves giving of your time for a non-profit organization that serves our community, **for which you do NOT receive compensation, award, or recognition.** The organization for which you provide service *must not be in conflict with the values and beliefs* of Bishop McNamara Catholic High School.

Service is NOT fund-raising, working for profit business, family business, collecting toys, or participating in walk-a-thons. NB: Just because you do not get paid, does not mean it automatically qualifies for Service.

APPROVED ACTIVITIES

***Parish, Church, Synagogue-Related**

- *Set up or clean-up at church festivals
- *Altar Server
- *Lector at Mass
- *Mission trip
- *Vacation Bible School
- *Teaching CCD classes

School

- *Auction
- *Phonathon
- *Thanksgiving Dinner
- *assisting in sports or extracurricular items with which you do not participate: i.e., Dir. of Admissions Office; Big Brothers/Sisters, etc...

Non-profit Organizations

If you would like to do some service for an agency that does not appear here, please talk to Campus Minister BEFORE starting the service for PRE-APPROVAL.

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|---------------------------------------|--------------------------------------|
| American Cancer Society | Salvation Army |
| Arthritis Foundation | YMCA |
| Catholic Charities | Young People's Theatre |
| Habitat for Humanity | Hospitals (St. Mary's and Riverside) |
| Hospice of Kankakee Valley | Veteran's Home |
| Humane Society or other animal rescue | Nursing Homes |
| Relay for Life | |

****Failure to meet requirement**

The Catholic Church states in Canon Law that, "Parents are the primary teachers in a child's life." Our goal is not to make students life miserable, but to teach them how to live in the world and be Disciples of Christ.

Parents will be notified if their child is lacking the proper number of Service Hours. If the parents and student do not work together to meet the requirement after all avenues have been exhausted through dialogue with the Campus Ministry Office, the following will take place: Their name and information will be forwarded to the Dean's Office. Student could face the possible discipline actions: students will be ineligible for all extra-curricular activities until both the hours and reflection paper have been verified. Students will be able to practice (coach's discretion) but not play in a game until requirements are met. In addition, seniors who have not completed hours and paper by the end of the first semester will not be allowed to participate in any school sponsored dances until requirements are met.