

SAINT XAVIER HIGH SCHOOL FRESHMEN SERVICE REQUIREMENT INFORMATION 2019-2020

The following information will help you begin and carry out your service requirements as a sophomore at Saint Xavier High School. **Please read over the information CAREFULLY and discuss this with your parents.**

I. SERVICE DEADLINES: Service program begins Friday, August 23, 2019

- 2 hours must be submitted on MobileServe by Sunday, September 29, 2019. Any combination of Direct and Indirect service hours.
- 4 hours cumulative service must be submitted by Sunday, December 8, 2019. Must include at least 1 hour of Direct Service.
- 6 hours total cumulative service must be submitted by Sunday, March 22, 2020. Must include a minimum of 3 hours Direct Service.

II. SERVICE CRITERIA

The service program is based on the Xaverian Brothers mission to reach out to the poor and marginalized. *At Least of half of your service must incorporate volunteer work where you are serving disadvantaged or marginalized people or agencies that work with them.*

- **What is Direct Service?** Volunteering with the poor, marginalized, elderly, and disabled or working for agencies that support them. In addition, all environmental projects are direct service.
- You can choose to do all of your service as Direct Service. You do not have to have Indirect Service hours
- **What is Indirect Service?** This includes; helping neighbors, parish or church events (including summer bible schools and retreats), coaching, walking or raising money for fundraisers, St. X Open House, phonathons, working with animals (Humane Society), etc.
- **NEW POLICY: If you work for a neighbor or do any projects at a park that you set-up on your own you must have an adult present with you in order for the hours to count. These will only be counted as indirect service projects.**
- There are 2 “Goals” on MobileServe: Direct and Indirect Service Hours. **At least half your hours must be Direct Service.** Students can choose to do all of their hours Direct Service.
- If in doubt on whether a service project is acceptable or is direct or indirect you can contact the service coordinator (bkresse@saintx.com) or Stephen Murphy at smurphy@saintx.com

III. SERVICE THAT IS NOT APPROVED

- No service hours will be accepted volunteering for your own family, grandparents, etc.
- You cannot “Double Dip.” If your hours count for KYA, KUNA, Eagle Scout, etc. you cannot also include them for freshmen service.

IV. RESPONSIBILITY

- It is your responsibility, to find and arrange service opportunities. You will need assistance from family and St. X, but it is your service requirement not theirs.
- The freshmen year is busy and demanding. We highly encourage you to complete hours during the first semester.

V. FINDING SERVICE OPPORTUNITIES

- Utilize family contacts with social agencies, hospitals and nursing homes
- Go to “Events” link on MobileServe to sign-up for projects. They will be posted year round.
- To find a Louisville service agency go to the St. X Web site. Click on the “Campus Ministry” link. Click on “Service Opportunities.” Go to the Service Agency Handbook for a detailed list of agencies.
- Check with your parish or youth group for service opportunities.

VI. SUBMITTING SERVICE HOURS

- There are 4 ways to verify hours on the MobileServe phone App; Geo Location, Signature of supervisor at the worksite, email of supervisor and Photo of the Project.
- **You must have 2 forms of verification: Email + One other (Photo, Signature, Geo-location)**
- You must write a description of the project on MobileServe. Know that your contact person will be able to read your description and reflection.
- It may be determined that you submitted to the wrong goal. In those cases Campus Ministry will change your submission to the other goal and you will receive a notification from Campus Ministry.
- A history of your approved hours will be recorded on MobileServe. You can access this history when filling out college resumes on Naviance and when you begin to fill out college applications.
- **HOURS WILL BE REJECTED IF YOU DO NOT PUT IN THE FOLLOWING INFORMATION: Name of Project, Description, Supervisor name and email.**
- **If you cannot find the name of supervisor please use a parent and their email.**
- You will have to put in this information and then resubmit.

VII. Checking Status of Submitted Projects

- Periodically check hours on MobileServe App to see your approved hours.
- Comments will be sent to you on whether hours were approved or denied.
- If denied in most cases you will be allowed to resubmit as long as you provide the verification information that is incomplete.

VIII. Grading

- You will receive a completion grade for each of the first 2 quarters in your theology class
- The final 1/3 of your hours must be completed by Sunday, March 22. You will receive a 4th quarter completion grade for completing your hours.
- There will be an assessment on your service experience that will be take place in the 4th quarter

IMPORTANT DATES

- **Sunday, September 29, 2019 2 hours must be complete and submitted on MobileServe**
- **Sunday, December 8, 2019 4 hours must be complete and submitted on MobileServe**
- **Sunday, March 22, 2020 6 hours are due, with minimum 6 hours Direct on MobileServe**
- **4th Quarter Freshmen Service Assessment**

Freshmen Service Coordinator: If you have any questions about your service projects please contact Mr. Stephen Murphy smurphy@saintx.com 637-4712, ext. 276