SAINT XAVIER HIGH SCHOOL
SERVICE REQUIREMENT INFORMATION
2023-2024

I.   SERVICE PROGRAM DATES and REQUIREMENTS:

JUNIORS: MAY 1, 2023 * - APRIL 14, 2024

DUE DATES	SUMMER INCENTIVE *** August 13, 2023	OR	Q1 October 8, 2023	Q2 December 10, 2023	Final April 14, 2024
Minimum HOURS of SERVICE	20 hours	OR	8 hours	16 hours cumulative	24 hours cumulative
CATEGORY of SERVICE REQUIRED	DIRECT hours minimum 10 hours		Any combination of DIRECT or INDIRECT	DIRECT hours minimum 4 hours	DIRECT hours minimum 12 hours

SOPHOMORES: MAY 1, 2023 * - APRIL 14, 2024

DUE DATES	SUMMER INCENTIVE *** August 13, 2023	OR	Q1 October 8, 2023	Q2 December 10, 2023	Final April 14, 2024
Minimum HOURS of SERVICE	10 hours	OR	4 hours	8 hours cumulative	12 hours cumulative
CATEGORY of SERVICE REQUIRED	DIRECT hours minimum 5 hours		Any combination of DIRECT or INDIRECT	DIRECT hours minimum 2 hours	DIRECT hours minimum 6 hours

FRESHMEN: AUGUST 11, 2023 ** - APRIL 14, 2024

DUE DATES	Q1 October 8, 2023	Q2 December 10, 2023	Final April 14, 2024
Minimum HOURS of SERVICE	2 hours	4 hours cumulative	6 hours cumulative
CATEGORY of SERVICE REQUIRED	Any combination of DIRECT or INDIRECT	DIRECT hours minimum 1 hour	DIRECT hours minimum 3 hours

 *   Sophomores and juniors cannot begin until 2022-2023 school year service requirement is completed.

** Freshmen, DO NOT attempt to create a MobileServe account. Account set-up and training will be held the first week of classes.

*** To qualifiy for the summer incentive, hours should be both worked and **submitted** on or before August 13.

How to get credit

1	Log hours on MobileServe Account
2	Must include supervisor's valid email
3	Must include one other form of verification ♦ photos ♦ geo-location ♦ supervisor signature

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 service must incorporate work serving disadvantaged or marginalized people or agencies that work with them.

DIRECT SERVICE	INDIRECT SERVICE
Serving – *example agencies or recipients*	**Helping** – *example activities*
• **Needy** – *disadvantaged youth, disaster victims, working a run/walk with cause* • **Hungry** – *Dare to Care food drive* • **Homeless** – *lunch kitchens, St. Johns* • **Poor** – *Toys for Tots, refugee services, SJOAS burial services* • **Lonely** – *nursing home visits* • **Nature, for all humanity** – *Beargrass Creek cleanups, Gethsemane grounds work*	• **Saint Xavier** – *Open House, phonathon, other event work* • **Parish or Church** – *picnics, fish fry, fund raisers, classroom helper* • **Neighborhood** – *set up for gatherings* • **Sporting events** – *working youth sports camp (non-needy), referee, walking/running in a fundraiser* • **Animals –** *Humane Society*

III.	SERVICE THAT IS NOT APPROVED
- Volunteering for own family, grandparents, etc. IS NOT ACCEPTED SERVICE for the program.
- "Double Dip" is not allowed.   If hours count for NHS, KYA, KUNA, Eagle Scout, etc., do not submit for the service requirement.

IV.	RESPONSIBILITY
It is the student's responsibility to find and arrange service opportunities.

V.	FINDING SERVICE OPPORTUNITIES
- Open the "Events" link on MobileServe to sign up for projects. These are posted year round.
- Join Ryken Service Club.
- Check with parish or youth group for service opportunities.
- Family contacts with social agencies, hospitals, and nursing homes.

VI.	SUBMITTING SERVICE HOURS
- **HOURS WILL BE REJECTED WITHOUT COMPLETE INFORMATION**: This includes Name of Project, Description, Supervisor name and email.
- **A CATEGORY MUST BE SELECTED, either DIRECT or INDIRECT.** Submissions cannot be reviewed if a category is missing.
- Two forms of verification are required: Supervisor Email + (Photo, Signature or Geo-location).
- Provide a description of the service work. The supervisor will be able to read the description and reflection. Be appropriate.
- A history of approved hours is maintained on MobileServe. Students may access this history when filling out college resumes and applications.
- The student's parent/parent email may be used as a substitute for the supervisor if the supervisor information cannot be determined. This should be a rare event.

VII.	CHECKING STATUS OF SUBMITTED PROJECTS
- Periodically check hours on MobileServe App to see if a service log is approved or rejected.
- If rejected, open the project to read the reason. Often a simple correction and resubmission will result in an approved log. Supervisor verification information will be required on the resubmission.

VIII.	GRADING
- Completion grades are given for each due date in theology class.
- There will be a graded final assessment in the 4th quarter.