

# SAINT XAVIER HIGH SCHOOL

## JUNIOR SERVICE REQUIREMENT INFORMATION

### 2017-2018

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

- I. **Service Hours and Deadlines: Service program begins March 15, 2017**  
**SUMMER SERVICE - service must be completed by August 20, 2017**
- **20 hours** if service is completed and submitted to MobileServe by Sunday, August 20, 2017. At least one half must be Direct service.

**Or**

- SUMMER AND SCHOOL YEAR - must be completed by Sunday, March 4, 2018**
- **8 hours** must be completed by Sunday, October 1, 2017. Any combination of Direct and Indirect service hours.
  - **16 hours** cumulative service must be completed by Sunday, December 3, 2017. Must include at least 4 hours of Direct Service.
  - **24 hours** total cumulative service must be completed by Sunday, March 4, 2018. Must include a minimum of 12 hours Direct Service.

**\*\* SERVICE MUST BE SUBMITTED ON MOBILESERVE THE SAME QUARTER WORKED. \*\***

- II. **An Assessment Project will be completed in the 4<sup>th</sup> quarter.**

III. **Service Criteria**

**The service program is based on the Xaverian Brothers mission to reach out to the poor and marginalized. Half of your service must incorporate volunteer work where you are directly serving disadvantaged or marginalized people.** This includes stewardship of the earth found in environmental service projects. Your service can also include events and projects that are considered indirect service hours.

**\*Note: All neighborhood projects and volunteering for family friends will be considered indirect service.**

- **What is Direct Service? Volunteering with the poor, marginalized, elderly, and disabled or working for agencies that support them.** This will include most projects posted on MobileServe and those created by campus ministry. Projects during the school day, such as Dare to Care and the Saint Joseph of Arimathea Society burial program will count toward direct service. **In addition all Environmental projects are direct service.**
- **What is Indirect Service?** Half of the hours can be served in areas where the student is more in their comfort zone. **This includes; helping neighbors, parish or church events (including summer bible schools and retreats), coaching, working at walks, walking or raising money for fundraisers, St. X Open House, phonathons, etc.**

IV. **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 NHS, Eagle Scout, etc. you cannot also include them for junior 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](mailto:bkresse@saintx.com))**

## V. **Take 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 junior year is busy and demanding. We highly encourage you to complete hours over the summer.

## VI. **Many ways to Find Meaningful Service Projects**

- Make contact with agencies you met at the Service Fair
- 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.
- You will receive a “Push” when a project is created on MobileServe in inviting you to sign up.
- 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 Mission Trip opportunities.

## VII. **Recording Service Hours through MobileServe**

- 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.
- **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 MobileServe.
- You must check MobileServe periodically to see if your hours have been approved.
- 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.
- **ALL PAST HISTORY OF YOUR SERVICE HOURS FROM X2VOL WILL BE UPLOADED TO YOUR ACCOUNT ON MOBILESERVE.**

## VIII. **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.

## IX. **Grading**

- You will received a completion grade for each of the first 3 quarters in your theology class
- The final assessment on your service experience will be take place in the 4<sup>th</sup> quarter

## **IMPORTANT DATES**

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| <input type="checkbox"/> <b>Sunday, August 20, 2017</b>  | <b>Students complete 20 hours summer incentive on MobileServe</b>    |
| <input type="checkbox"/> <b>Sunday, October 1, 2017</b>  | <b>8 hours must be complete and submitted on MobileServe</b>         |
| <input type="checkbox"/> <b>Sunday, December 3, 2017</b> | <b>16 hours must be complete and submitted on MobileServe</b>        |
| <input type="checkbox"/> <b>Sunday, March 4, 2018</b>    | <b>24 Hours are due, with minimum 12 hrs. Direct, on MobileServe</b> |
| <input type="checkbox"/> <b>4<sup>th</sup> Quarter</b>   | <b>Junior Service Assessment</b>                                     |

**Junior Service Coordinator: If you have any questions about your service projects please contact Mr. Kresse.**  
[bkresse@saintx.com](mailto:bkresse@saintx.com) 637-4712, ext 239