



BISHOP HARTLEY HIGH SCHOOL SERVICE REQUIREMENTS 2018-2019

Service is one of the six pillars of Bishop Hartley, a component of evangelization as a Christian living in a secular world, and a critical facet of fine character. We cannot emphasize its Christian value enough:

*So when he had washed their feet (and) put his garments back on and reclined at table again, he said to them, “Do you realize what I have done for you? You call me ‘teacher’ and ‘master’, and rightly so, for indeed I am. If I, therefore, the master and teacher, have washed your feet, you ought to wash one another’s feet. I have given you a model to follow, so that as I have done for you, you should also do. Amen, amen, I say to you, no slave is greater than his master nor any messenger greater than the one who sent him. If you understand this, blessed are you if you do it. **John 13:12-17 NABRE***

KEY FEATURES AND DEADLINES OF THE SERVICE REQUIREMENTS 2018-2019:

- Every student will perform a **minimum of 25 hours of service annually**. Beginning with our incoming freshmen class, this means that at the end of senior year, a student will have served at least 100 hours.
- Every student may begin service work for the 2018-2019 school year as early as June 1, 2018.
- The schedule by which service must be completed as the school year progresses is as follows:
 - ✓ Service Check In #1 – November 5, 2018 – a total of 10 hours minimum completed
*****All service hours from the SUMMER will NOT be accepted after November 5, 2018**
 - ✓ Service Check In #2 - February 22, 2019 – a total of 20 hours minimum completed
 - ✓ Service Check In #3 - April 12th, 2019 – a total of 25 hours minimum completed

Consequences for failing to meet the service requirement deadlines for 2018-2019:

- ✓ 1st Offense: 10 demerits and parent/student notification
- ✓ 2nd Offense: 25 demerits, 2 Saturday schools, and parent/student notification
- ✓ 3rd Offense: 50 demerits, 2-day suspension for lack of respect, and parent/student notification

By May 24, 2019, any **SENIOR** who has not met their service requirement for the 2018-2019 school year will not receive their diploma or transcripts until service hours are complete.

By June 5, 2019, any **UNDERCLASSMEN** who has not met their service requirement for the 2018-2019 school year will not be eligible to return to Bishop Hartley the following year.

- Verification forms must be turned in on time! Late forms will be accepted towards the hour total for the year but will not serve as an excuse for receiving the consequences associated with that quarter.
- Parents or relatives **CANNOT** verify service. Students will need to obtain the verification signature for service performed from an objective supervisor.
- It is the **STUDENT'S** responsibility to turn in his or her verification forms.
- Any student who performs service hours through a **non-profit community organization or parish/congregation** must receive a form on that **organization/church's letter head** with the following information:
 - ✓ Student's Name
 - ✓ Date(s) when the service was performed
 - ✓ Total # of Hours Verified
 - ✓ Supervisor's Name
 - ✓ Supervisor's Signature
 - ✓ Supervisor's Phone #
 - ✓ Supervisor's Email
- Any student who performs service hours through Bishop Hartley or an event sponsored by Bishop Hartley may use the school form.

ALL VERIFICATION FORMS MUST BE TURNED IN DIRECTLY TO YOUR HOUSE DEAN.

WHAT CAN I DO TO EARN SERVICE HOURS?

SCHOOL SERVICE

Students may earn service hours working school-sponsored activities organized by the administration, faculty and staff, House, or NHS. These activities could range from serving as an Ambassador at the Open House to school projects which support community agencies like the Bishop Griffin Center. This also includes working any summer camps for Bishop Hartley sports and/or extra-curricular activities. Students are also encouraged to do service at their previous grade school when appropriate.

COMMUNITY SERVICE

Students may earn service hours for work performed in conjunction with an **established community agency or organization** whose goals address the heart of Catholic teaching on social justice. **All organizations MUST BE NON-PROFIT.**

CHURCH SERVICE

Students may earn **an unlimited** amount of service hours participating in the life of a parish or congregation in the form of being an altar server at Mass, singing in the choir/cantering, and/or serving as an usher. These hours require a year-long commitment to this ministry as dictated by your parish. Students may also earn **an unlimited** amount of service hours by working at events sponsored by the parish or congregation, such as spaghetti dinners, festivals, and staffing the nursery during Mass.

WHAT WILL NOT BE ACCEPTED AS SERVICE HOURS?

FAMILY/FRIEND/NEIGHBORHOOD RELATED SERVICE

Performing a family/friend/neighbor obligation is **NOT** considered service. Any work performed for free for an individual/family is **NOT** considered service. Examples that will **NOT** count for service include (but are not limited to) babysitting, raking leaves, and/or house hold chores.

FOR PROFIT BUSINESSES

Students may **NOT** earn service hours working for a for-profit professional business/office/company, even if the student does not get paid.

CLUBS/SPORTS

Students may **NOT** earn service hours for work performed as part of membership in a club or sport where there is a monetary benefit to the organization. This includes work performed for a club team that requires a payment to play. Any student who works bingo will **NOT** earn service hours.

WHERE CAN I FIND OPPORTUNITIES FOR SERVICE?

The service fair for the 2018-2019 school year will take place on Monday, September 24. Students are encouraged to pay attention to the daily announcements and the house system twitter-feed for service opportunities. Additionally, the Victory Garden at Christ the King and the garden on Bishop Hartley's campus takes place on Wednesdays or Thursdays after school in the fall and spring seasons. Finally, additional service opportunities can be found on the Diocesan webpage by visiting the Office of Social Concerns at <http://www.colsdioc.org/Offices.aspx>.

Questions regarding service hours can be directed to the following individuals:

Andrew Jahahn – House Director- ajahahn@cducation.org

Tera Chun – Rosary House Dean & Campus Minister – - tchun@cducation.org

Molly Hartge – Springs House Dean & Service Coordinator – mhartge@cducation.org

