

## **BISHOP HARTLEY HIGH SCHOOL SERVICE REQUIREMENTS 2019-2020**

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 2019-2020:**

- 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 2019-2020 school year as early as June 1, 2019.
- The schedule by which service must be completed as the school year progresses is as follows:
  - ✓ Service Check In #1 – November 5, 2019 – a total of 10 hours minimum completed
  - ✓ Service Check In #2 - February 21, 2020 – a total of 20 hours minimum completed
  - ✓ Service Check In #3 - April 17, 2020 – a total of 25 hours minimum completed

### **Consequences for failing to meet the service requirement deadlines for 2019-2020:**

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

By May, 15th 2020, any **SENIOR** who has not met their service requirement for the 2019-2020 school year will not receive their diploma or transcripts until service hours are complete.

By May, 22nd 2020, any **UNDERCLASSMEN** who has not met their service requirement for the 2019-2020 school year will not be eligible to return to Bishop Hartley the following year.



### **ONLINE VERIFICATION**

Starting the 2019-2020 school year, Bishop Hartley High School will be using a service platform online verification system called **x2VOL**.

- All students will have access to the site along with a profile
- **An approved list of organizations and service opportunities will be administered through this site for students to view and access details daily. The list of service opportunities is not limited to what is on the site.**
- **Any service organizations or opportunities not on this site will need to provide information to Ms. Hartge to be added and approved. (See attached "Service Information Form")**
- Verification forms will be phased out any more rather online approval from the organization checked by House Deans.
- Parents or relatives **CANNOT** verify service.
- It is the **STUDENT'S** responsibility to complete and submit service hours through x2Vol
- Any student who performs service hours through Bishop Hartley or an event sponsored by Bishop Hartley will be approved by a Bishop Hartley faculty member

**ONLINE VERIFICATION MUST BE COMPLETED BY THE CHECK IN DATES LISTED ABOVE. YOUR HOUSE DEAN WILL BE VERIFYING YOUR HOURS THROUGH THE ONLINE PORTAL FOR X2VOL.**

## 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 household 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.

**Students are expected to check x2VOL weekly for service opportunities on the dashboard**

The service fair for the 2019-2020 school year will take place on Monday, September 23.

Please contact your dean or Ms. Hartge with specific questions about what is acceptable service and/or service opportunities.

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

Molly Hartge – Springs House Dean & Service Coordinator – [Molly.Hartge@bishophartley.org](mailto:Molly.Hartge@bishophartley.org)

Andrew Jahahn – House Director- [Andrew.Jahahn@bishophartley.org](mailto:Andrew.Jahahn@bishophartley.org)



**SERVICE INFORMATION FORM**  
**For an organization or event to be added to**  
**X2VOL**

This form is used to gather information about a service organization or opportunity to be added to Bishop Hartley's X2Vol online service platform. Any service not added to the online platform will not be approved for the required service hours.

Service Organization Name \_\_\_\_\_

or

Service Event Name \_\_\_\_\_

If a service event, date of Event \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Phone # \_\_\_\_\_

Supervisor's Email \_\_\_\_\_

**All Service Information Forms must be**  
**completed and returned to Mr. Jahahn**  
**or Ms. Hartge at least two weeks**  
**before service deadlines.**