

Community Service: Policies and Helpful Facts

Each student must complete a minimum of fifteen hours of Community Service each year. **Any senior who has not fulfilled her community service obligation will not receive her diploma** at graduation, nor will her final transcripts be sent out, until the service has been completed, verified, and approved.

It is the responsibility of each student to thoroughly read and understand these policies. Please see the Community Service Coordinator for any clarifications.

DEFINITION OF COMMUNITY SERVICE: Service is a genuine sacrifice on the part of the doer that involves compassion and extra effort; effort **over and above** an act of kindness for family or neighbors. We give our time and talent in service to our fellow men as representatives of Christ. It is done for people to whom we owe nothing, and yet, because of our obligations as Christians, we owe everything.

“The poor have much to teach you. You have much to learn from them.” –St. Vincent DePaul

“If you are to do his work, the strength will be given you.” –St. Elizabeth Ann Seton

“Ours are the eyes through which Christ’s compassion must look out into the world.” -St. Theresa of Avila.

Servant leadership - it is one easy way to spot a Seton woman. Seton students and alumnae are known for their willingness to give back to their communities - here in Price Hill, throughout the U.S. and in the world at large. Seton students understand the impact that can be made by giving of themselves to others. Seton graduates move into their post-secondary experiences with a strong spiritual foundation and commitment to sharing their gifts and blessings with those in need.

Service is working summer camp at Stepping Stones or sorting canned goods for the Saint Vincent De Paul Society at Christmas. Service is assisting in the annual Special Olympic Track and Field Day, putting together toys and bikes for a toy drive for distribution to children in the inner city, who otherwise would receive nothing for Christmas. Seton service is **NOT** babysitting for a friend or family member for “free”, mowing our neighbor’s grass, or cleaning out our grandparents attic. These are things we should do for family or neighbors just because they are family or neighbors.

In most cases, service must be done for NON-PROFIT (501-c-3) organizations. In other words, if people donate money to the organization to help them perform some sort of service for the greater community, the organization is most likely a non-profit. Most churches and schools fit this description. Daycares may not, so please ask before performing service. When in doubt, ask!

Serving, lecturing, or acting as an Extraordinary Minister of the Eucharist at mass at parishes will also NOT be counted as community service hours. Decorating or cleaning at the parish; or doing parish activities that serve the needs of the parishioners or local community will be counted as community service.

Seton Community Service is divided into two categories:

WHITE hours refer to hours completed for the greater community (not for Seton). Helping handicapped children in Special Olympic events (here or elsewhere), tutoring, soup kitchens, outreach ministries, mission trips, working vacation Bible schools, and working parish festivals are all examples of “white hours”. All 15 hours of annual service required may be completed as “white” hours.

GREEN hours are hours completed for Seton High School. Examples include working the Seton summer camps; helping with certain fundraisers, or the athletic department golf outing; open house, cleaning up or preparing for athletic or club events.

“Double Dipping” defined as using hours for service that are required of a student who belongs to a school club, athletic team or other entity is not permitted.

Freshmen and Sophomores: Minimum of 15 Service hours with a maximum of 10 Green hours per year. There is no limit to the number of White hours

Juniors and Seniors: Minimum of 15 Service hours with a maximum of 5 Green hours per year. There is no limit to the number of White hours.

If you have any questions as to whether or not something qualifies for green or white service, or whether something is considered service, see the definition of service in this handbook or have your daughter see the Community Service Coordinator with questions. ***The program is designed to help Seton students experience compassion by working for those less fortunate.*** Helping friends, family or neighbors is not considered service unless there are extenuating circumstances.

All hours must be submitted online at x2vol.com, through the student’s account, **within 30 days** of having completed (the last day of) the service. After 30 days, the work may not be submitted to count toward your Seton service hours.

Deadline for hours: All hours for underclassmen must be submitted and approved for the current school year by the last day of school. If an underclass student does not fulfill the requirement for the current school year, the student’s final report card and class schedule for the following year will be withheld until the hours are completed. Seniors must have fulfilled the requirement 2 weeks prior to graduation. Seniors who have not fulfilled the requirement prior to

graduation will be able to walk in the graduation ceremony, but will not receive a diploma or final transcripts until the service hours are completed, logged and verified.

All students are eligible for the community service award. Awards are given to any student who has completed **forty (40) hours of service** in **six (6) totally different activities** for **six (6) different agencies or organizations**, all in the same school year (June 1 through May 31).

Ø **All hours must be logged online, within 30 days of completing (the last day of) the service.** Instructions of finding activities and logging hours are attached.

Ø If you have **forgotten** your **password**, you can have it reset and sent to your Email by clicking on the link, "[Forgot your Password?](#)" at **x2vol.com/Login.html** .

Ø If you have **forgotten** your **Email** address or need **help signing on, finding, or logging hours**, see Mrs. Lanter, the Community Service Director. I am happy to help you. Log hours as soon as possible after their completion!

***Reflection Requirement:**

For a service opportunity to be approved, students must submit a 1-2 paragraph reflection on x2VOL answering this question: "**How I have I been Christ to others and how have others been Christ to me through this service activity.**"

HOW TO FIND SERVICE OPPORTUNITIES AND SIGN UP FOR THEM

- 1) **Sign into** your account, with your Email address and password, at **x2vol.com** ,
- 2) Go to "**Opportunities & Projects**" at the **Top Left** of your Dashboard.
- 3) Sign up both there on x2vol and by contacting the event organizer / contact person.
- 4) Then, just show up and help! Woohoo! Go Saints!

HOW TO LOG COMPLETED SERVICE HOURS

*Log your hours completed **within 30 days** after having completed the activity!*

HOURS FOR WHICH YOU HAD SIGNED UP PREVIOUSLY

METHOD 1:

- 1) Log into your account at www.x2vol.com .
- 2) Scroll down your Dashboard to "**Recently Completed Activities**".
- 3) Find activities that you have signed up for on the system that have passed. (The system prompts you to add these hours with a green "**Add Hours**" button.)
- 4) Click "**Add Hours**" and follow the directions from there, being sure to open the drop-down button and **specify GREEN hours or WHITE hours.**

METHOD 2:

- 1) Log into your account at www.x2vol.com .
- 2) Click on "**Opportunities & Projects**" at the **Top Left** of your Dashboard.
- 3) Scroll down to "**My Activity Log**" and do the same as above (in Method 1, Steps 3 &
- 4), clicking on "**Add Hours**" from activities for which you signed up.

HOURS FOR WHICH YOU HAD NOT SIGNED UP ONLINE PREVIOUSLY

- 1) Log into your account at www.x2vol.com .
- 2) Click on the green “**Add Hours**” button in the center of your Dashboard.
- 3) Click on the blue “**+ Create New**” button toward the center.
- 4) Fill in all of the information required on the page to “Create a Personal Project”, most importantly a **Name and Email Address** for the contact **person overseeing the activity**, the **Date that you performed the service**, and the **Goal (GREEN or WHITE Hours)** under “**Apply Hours to Goal(s)**”.
- 5) Check the oath statement box, once all is complete and true.
- 6) Click “**Submit**” to submit your hours for approval by the Community Service Director after verification with the contact who oversaw the activity. Woohoo! You have finished.