

Mount Saint Joseph Academy



The Corporal Works of Mercy by Eda Bethune

Community Service Handbook

2009-2010

What is Service?

Since its founding, Mount Saint Joseph Academy has provided opportunities for its students to practice skills of compassionate leadership and service. True to the mission of the Mount, and the charism of our sponsors, the Sisters of Saint Joseph, the service obligation reflects our conviction that **people who offer themselves in service to others are, themselves, transformed by that experience!**

Community Service Handbook

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** Please note that **all of these forms** can be found on the MSJA website as well (<http://www.mountsaintjosephacademy.org/service.html>).

Students are responsible for replacing any lost or missing forms!

~ Community Service ~

Important Dates

October 2nd: **Signed Service Contract** due to Theology Teacher
& **Signed Consent Form** due to Theology Teacher

Class of 2010

- ❑ **October 23:** Five Hours of service at an approved site are due.
- ❑ **January 5:** Five Hours of service at an approved site are due.
- ❑ **April 12:** final **TEN** Hours of service at an approved site, service log
and **final reflection paper** are due.

Classes of 2011 and 2012

- ❑ **October 23:** Five Hours of service at an approved site are due
- ❑ **January 5:** Five hours of service at an approved site are due
- ❑ **March 18:** Five Hours of service at an approved site are due.
- ❑ **May 27:** Five Hours of service at an approved site, service log
and **final reflection paper** are due.

Class of 2013

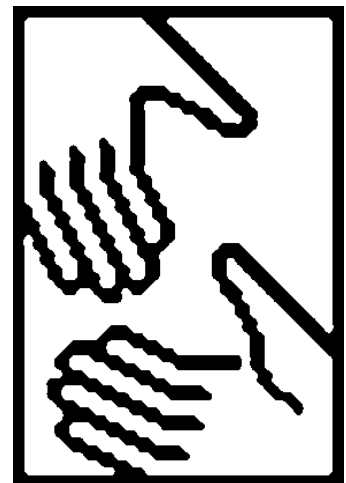
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- ❑ **January 5:** Three hours of service at an approved site are due
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- ❑ **May 27:** Two Hours of service at an approved site, service log
and **final reflection paper** are due.

"Everybody can be great. Because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve. You don't have to know about Plato and Aristotle to serve. You don't have to know Einstein's theory of relativity to serve. You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love."

Martin Luther King Jr.

Your service must meet the following criteria:

1. The work must be **person-to-person, face-to-face service that has the potential to be transformative**. Generally, with few exceptions, the work should *not* be paperwork, filing, entering data into a computer, etc...
2. The work should be **personally meaningful** to the student
3. Students may not receive monetary compensation for the service.
4. The service must not be conducted for members of one's own family. This includes babysitting and caring for elderly or ill relatives.
5. Service work must be **focused on persons/populations in need**.
6. The work may not qualify as an extracurricular activity. This includes athletics, clubs, etc...
7. The work may not double as hours towards National Honor Society service requirement.
8. Students should always be mindful that they are representatives of Mount Saint Joseph Academy and the Sisters of Saint Joseph. While serving, students should aim to uphold the mission of being present to the "Dear Neighbor."



Pre-Approved Community Service Sites

Students may wish to conduct their required service hours at the following locations. **Students completing service at any of the sites below do not need to contact their theology teacher to seek prior site approval** as these sites are reputable, accessible to high school students, and pre-approved by MSJA Campus Ministers. The student will have to **call the site and speak to the volunteer coordinator** to make arrangements. Many sites require an orientation session and many will ask you to adhere to a particular schedule. **Phone numbers and contact information on each of these sites are available in Campus Ministry.** Most sites also have a web site that you can consult for volunteer information.

Central Boston area

- Haley House (www.haleyhouse.org) ~ (South End)
- Paulist Center (www.paulistboston.com) ~ Near Park Street T station
- Women's Lunch Place (www.womenslunchplace.org)
- Roxbury Tenants of Harvard Association (<http://www.roxburytenants.org>) ~ Mission Hill area

South Boston & Dorchester area

- The Boys & Girls Club of South Boston (http://www.bgcb.org/locations_clubs_southboston.cfm)
- Police Athletic Club (<http://www.bostonpal.org/volunteer.htm>)
- Marion Manor (<http://www.marianmanor.org/>)
- Thousand Hills Coffee Company (www.thousandhillscoffee.com)
- Project DEEP (www.projectdeep.org)

Allston / Brighton area

- Jackson Mann School ~ Allston
- Pine Village Pre-School (<http://www.pinevillagepreschool.com>)
- Saint Elizabeth's Medical Center (<http://www.caritasstelizabeths.org>)
- Wingate Nursing Home (<http://www.wingatehealthcare.com/>) ~ Brighton

Roslindale & Jamaica Plain area

- Casserly House (after school tutoring on Mondays) ~ Roslindale
- Roslindale Community Center (<http://www.cityofboston.gov/bcyf/>)
- The Hebrew Rehabilitation Center (www.hebrewseniorlife.org) ~ Near Faulkner Hospital

Other Sites

- Perkins School for the Blind (<http://www.perkins.org/volunteer/>) ~ Watertown
- Cor Unum (www.corunummealcenter.org) ~ Lawrence, MA

Other Service Options

Service Communities

As a means of exploring different ways for students to do service and to do so in the context of a Christian Community the idea of forming service communities is offered as an option for this school year.

Goals:

- To help students move from seeing service as a requirement to an enjoyable responsibility of adult Christians
- To help students accept responsibility for their service commitment
- To help students understand service in the context of Christian community
- To provide support for young women engaged in service projects
- To facilitate relationships between young women and their service sites

In service communities, **a group of (6-8) students would come together and plan their Community service experience.**

Together, they would:

- discern a type of service they would like to provide
- choose a place where they would like to be of service
- plan service hours, activities, and projects for their service site
- commit to being present at all community meetings and service times
- serve at their chosen site with an agreed upon schedule
- reflect together on their service experience.

The service contract for students working in service communities would reflect that involvement and it would state the specific commitment of time and talent that each member makes.

Service communities are under the direction and supervision of the Campus Minister. The Campus Minister will approve the service site and the service project, provide support, suggestions, and advice to the group, and facilitate the formation and building of community within the service community.

The service communities would be responsible for their own transportation to and from sites and for any costs involved in special projects that they design.

Approved Service

Students are encouraged to find their own service sites. You may wish to do this for convenience or because a particular site has **some meaning or importance** to you. If you plan to do your service at a place that is not on the published list of pre-approved sites you must have the site approved by your Theology teacher.

YOU MUST HAVE THE SITE APPROVED BEFORE YOU START YOUR SERVICE.

Office Work in a Foundation or Nonprofit Agency

Students may **do a portion** of their service working in the office of a nonprofit organization. This service must be in an agency that is actively involved in justice issues, or an issue that is important for some reason to the student.

This type of service should account for only half of the student's service requirement; the other half must be done as direct one on one person to person service. **YOU MUST HAVE YOUR SITE APPROVED BY YOUR THEOLOGY TEACHER BEFORE YOU BEGIN YOUR SERVICE.**

Walkathons/Road Races etc.

Students may complete some of their community service hours by participating in a local charity Walkathon or road race supporting a charity or cause (Walk for Hunger, Breast Cancer, Kidney Foundation etc.) for which they have a personal commitment.

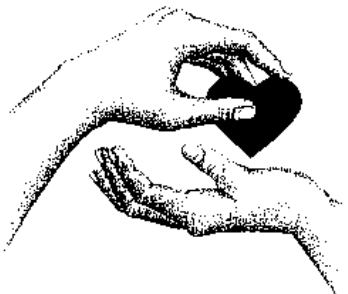
You may complete up to five hours of service in this way.

In order to receive credit for the hours spent on this type of service, ***YOU MUST HAVE THE EVENT APPROVED BY YOUR THEOLOGY TEACHER BEFORE THE EVENT AND PRESENT HER/HIM WITH WRITTEN PROOF THAT YOU COMPLETED IT.***

Alternative Winter/Spring Break Trips

With the hope of offering the students of Mount Saint Joseph Academy an opportunity to know Christ among the poor, we will occasionally offer immersion experiences for students in the second semester. These opportunities offer our students an opportunity to learn and grow in knowledge and love of God and the world, and provide a greater understanding of the Church as a global reality. These experiences will fulfill the second semester service requirement for students who participate.

**Currently we are evaluating which projects may be offered during Spring Semester 2010.
More information will be available in the upcoming months.**



Past experiences have included:

Durán, Ecuador
Romero Center in Camden, NJ
& Urban Boston

Campus Ministry Group Service Opportunities

These are opportunities for service offered through Campus Ministry at Mount Saint Joseph Academy. In order to participate, you must sign up ahead of time in the Campus Ministry Office. There are a limited number of spaces on each day so sign up early. At least one teacher will accompany students on these service opportunities. Normally, students are dismissed from the service site at the end of the service experience and arrange their own transportation.

Some tentative dates for group service opportunities include:

St. Elizabeth's Senior Suppers

Thursday, September 17th

Thursday, December 17th

Thursday, March 18

Thursday, June 10

Opportunities to be announced on the possible tentative dates:

Saturday, October 3rd

Saturday, November 21st

Monday, January 18th Martin Luther King Jr. Day ~ National Day of Service

Saturday, February 6th

Wednesday, March 17th

Sunday May 2nd ~ The Walk for Hunger in Boston

(A 20-mile walk to raise awareness & money for Project Bread)

Other opportunities may become available throughout the year.

Service Opportunity "Updates" on GradeConnect.com!



If you are interested in joining in the Campus Ministry sponsored group opportunities, or hearing about any other Service opportunities that may come up throughout the year, sign up on GradeConnect.com to the "course" entitled: **Service Opportunities** and you will get update emails about all events!

You will also be reminded of important deadlines for turning in Service Hours to your theology teacher.

This "course" is open to any and all students at Mount Saint Joseph Academy!

MOUNT SAINT JOSEPH ACADEMY
Community Service Program 2009-2010
STATEMENT OF CONSENT

Student's Name _____

Address _____

City _____

Home Phone _____

Emergency Phone and Contact _____

I, the undersigned, am the Parent/Guardian of the student named above and understand that Mount Saint Joseph Academy, the faculty and the staff are not responsible for any accident or injury to the above named student due to activities in the Community Service Program, including the transportation of said student to and from service. This includes traveling to or from various service sites, via alternative transportation, such as public transportation or private car. (Private cars may have student drivers.)

In case of emergency, I give my consent to the Mount Saint Joseph Academy faculty representative(s) to apply basic first aid as needed or to transport said player to the nearest hospital for any injury sustained while participating in the program. Further, in case of severe injury to said student, I hereby release my consent to the hospital to administer any necessary treatment thereof.

Signature of Parent / Guardian

Date

I, the undersigned, am the Parent/Guardian of the above named participant and certify that my daughter has had her driver's license for a minimum of six months. I do, hereby, release my consent to have my daughter assist in transporting other student to and from service sites. I understand that, the number of passengers will **not** exceed the legal number appropriate to the vehicle and that all passengers will be required to utilize seatbelts. By my signature, I hereby release the Academy and its representatives from all responsibility.

Signature of Parent/Guardian

Date

I, the undersigned, am the Parent/Guardian of the above named participant and do, hereby, release my consent to have my daughter travel by private car to and from service sites. I understand that, the number of passengers will **not** exceed the legal number appropriate to the vehicle and that all passengers will be required to utilize seatbelts. By my signature, I hereby release the Academy and its representative from all responsibility.

Signature of Parent/Guardian

Date

ADDITIONAL RELEASES: REGARDING TRANSPORTATION AND STUDENT RELEASE (Please initial and sign as requested.)
[Any additional Parent / Guardian Restrictions, Limitations, Requests - Please attach a separate sheet.]

I, the undersigned, am the Parent/Guardian of the participant named above and do, hereby, release my consent to have my daughter leave from service sites nearer to our home, if possible.

Parent/Guardian Initials: _____

I, the undersigned, am the Parent/Guardian of the participant named above and do, hereby; release my consent to have my daughter transported by another student if necessary.

Parent/Guardian Initials: _____

Also, I do hereby release the Academy and representatives of the Academy from all responsibility.

Signature of Parent / Guardian

Date

Please list any medical information of which we should be aware: (on reverse if necessary)

Community Service Contract 2009-2010

"If you want peace, work for justice."

-Pope Paul VI

Name: _____

Homeroom # and Teacher: _____

Theology Teacher: _____

National Honor Society: _____

Class Year: _____

I, _____, a member of the Mount Saint Joseph Academy class of _____, agree to complete the hours of service required of me during the academic year of 2008-2009.

- As a member of the Class of 2010, I understand that the following dates apply to me:
 - **October 23:** Five Hours of service at an approved site are due.
 - **January 5:** Five Hours of service at an approved site are due.
 - **April 12:** final **TEN** Hours of service at an approved site, service log and final reflection paper are due.

- As a member of the Class of 2011 or 2012, I understand that the following dates apply to me:
 - **October 23:** Five Hours of service at an approved site are due
 - **January 5:** Five hours of service at an approved site are due
 - **March 18:** Five Hours of service at an approved site are due.
 - **May 27:** Five Hours of service at an approved site, service log and final reflection paper are due.

- As a member of the Class of 2013, I understand that the following dates apply to me:
 - **October 23:** Two Hours of service at an approved site are due
 - **January 5:** Three hours of service at an approved site are due
 - **March 18:** Three Hours of service at an approved site are due.
 - **May 27:** Two Hours of service at an approved site, service log and final reflection paper are due.

Student Signature

Date

Parent Signature

Date

Community Service Site Approval

In order for a student to participate in the Mount Saint Joseph Academy Community Service Program, it is necessary that she receive prior site approval from your theology teacher.

Student Name: _____

Class: _____

Name of site/organization: _____

Location:

Telephone Number _____

Name of Volunteer/Site Coordinator or Supervisor _____

Description of the nature of the service: This should include pertinent information about the population being served and the time of day and days of the week that you plan to serve.

Student Signature

Site Coordinator's Signature

Date

Date

Please submit this form to your theology teacher as soon as possible, in order to have your service hours, count toward the required amount of hours.

Theology Teacher: _____

Period: _____

I permit the student to complete her community service outreach hours at the site above.

Faculty Signature

Date

Mount Saint Joseph Academy ~ Community Service Program

Log Sheet

Please have the supervisor of your service site sign the sheet below and provide all of the necessary information

Student Name: _____

Class Year: _____

Theology Teacher: _____

Homeroom: _____

Volunteer Site	Date of Service Work:	Hours Worked:	Signature of Supervisor	Phone # of Supervisor