

CHRISTIAN COMMUNITY SERVICE REQUIREMENTS

Required Hours: Community service is considered an important part of the educational experience. Therefore, it has been determined that **all students must complete 60 hours of Christian Community Service as a graduation requirement**. Service hours that are turned in for the Christian Community Service Program **MAY NOT** also be used as service hours for organizations like National Honor Society or Student Council or as part of parish sacramental requirements. Students are encouraged to complete more than the minimum hours required. There are a number of national and local service awards and scholarships for extraordinary service contributions.

Service hours must be finished by the end of the first semester of senior year. Upon successful completion of all program components, students receive ½ credit in Religious Studies. The counselors grant credit upon notification from the Director of Christian Community Service that a student has met all the specified requirements. If a student fails to complete any element of the Christian Community Service requirements by the end of the first semester of senior year, the student must take an additional Religious Studies class the subsequent semester. Transfer students meet with the Director of Christian Community Service to determine the amount of hours needed for graduation.

The following guidelines recommend the minimum number of hours that should be undertaken each academic year to keep pace:

Freshman year:	10 hours	Junior year:	20 hours
Sophomore year:	20 hours	Senior year:	10 hours

Service Areas: According to individual interests and abilities, students are encouraged to perform service at Regina, in their places of worship, and for non-profit organizations in the community. **At least ten (10) service hours must be completed for non-profit organizations at the community level.** Freshmen complete a Student Interest Survey which helps them identify the areas of service they might find the most interesting and worthwhile. To help students choose service opportunities that are varied and meet the requirements of the program, printed information will classify the service opportunities in the following manner: Regina High School, parish/church, and non-profit organizations.

- **Regina High School:** Students serve the Regina community in specific and meaningful ways. The faculty, staff, and administration communicate their needs to the Community Service Director and students are then notified of service opportunities. **Grading papers is not included as an approved service activity.** Activities that qualify for service hours include aiding parent organizations, recruiting efforts, peer tutoring, office work, and assisting in end-of-the-year tasks.
- **Parish/church:** Students work on task-specific projects in their own parish, church or place of worship. The parish supervisor must get approval for the project from the Christian Community Service Director prior to the student's service.

- **Non-profit organizations:** There are many non-profit organizations in the community that welcome student involvement. Hospitals, nursing care centers, libraries, county shelters, and youth programs are only a few of the types of worthy organizations who have requested help. In addition, students are encouraged to tutor and mentor at neighborhood elementary schools. Not only do they provide valuable academic assistance, Regina students are also role models of Christian charity and selflessness.

Each fall, the Program Director makes available a list of pre-approved non-profit organizations that have requested student assistance. Freshmen receive this list with the handbook. Additional requests that come in during the school year are posted on the Christian Community Service bulletin board in the 100 wing. Based on their individual interests and abilities, many students arrange their own service activities. **SERVICE AT AGENCIES NOT ON THE PRE-APPROVED LIST MUST BE AUTHORIZED BY THE PROGRAM DIRECTOR PRIOR TO THE STUDENT BEGINNING THE SERVICE.** The agency supervisor may be asked to complete additional forms in order to ascertain the suitability of the organization.

There are numerous opportunities for summer service experiences for students who find it difficult to devote time to service during the busy academic year. Many of these activities involve summer enrichment programs for children, camps for exceptional-needs children, sports camps, community beautification projects and other endeavors that allow for assistance in meeting specific community needs.

Reporting Hours: At the conclusion of a service experience, the student and the service organization supervisor complete a Christian Community Service Hour Documentation form. If the student is continuing with service over an extended period of time, documentation forms should be submitted monthly. The completed form must be **faxed** or **mailed directly** from the organization. The school's fax number and address appear at the top of the current Christian Community Service Hour Documentation form. Forms that are hand-delivered by the student will not be accepted unless hours can be verified by the service organization. This process is undertaken at the discretion of the Program Director. Documentation forms are available across from the Christian Community Service bulletin board in the 100 wing or they may be downloaded from the CCS web page on the school website.

Recording Hours: Students should keep a log of completed service hours in order to ensure accurate records. Freshmen are given a data sheet in the Christian Community Service Handbook for this purpose. Once a student's documentation form is received and verified, the Program Director records the student's earned hours in the school's database. The counselors receive a report identifying those students who have satisfied the service requirements. Academic credit is granted when the student has completed 60 service hours and turned in five reflection essays. The student's accumulated service hours appear on the semester report cards. Students should compare their data sheets with the totals given on the report card, so any possible discrepancies can be reconciled.

Reflection Papers: In order to make service a true learning experience, students are required to complete certain reflective tasks. Students compose five written reflections that ask them to consider their service within the context of various Scriptural and inspirational readings. The reflection topics and guidelines are outlined in the handbook section entitled "Student Reflections." There are six topics to choose from and **essay topics may not be repeated for**

any of the reflections. The final essay must respond to questions identified as the “Final Reflection Topic.” In these written exercises, students are encouraged to evaluate the ways in which their service experiences impact their faith journey. **Reflection essays must follow the format guidelines given in the handbook. All essays must be academically acceptable or the student will be asked to rewrite the reflection.** Essays are submitted to the Program Director and placed in the student’s confidential service file. Reflection essays are due according to the following schedule, but may be turned in earlier:

- 1st Reflection:** Due by the end of the **2nd quarter** of **Sophomore year**
- 2nd Reflection:** Due by the end of the **4th quarter** of **Sophomore year**
- 3rd Reflection:** Due by the end of the **1st quarter** of **Junior year**
- 4th Reflection:** Due by the end of the **3rd quarter** of **Junior year**
- Final Reflection:** Due by the end of the **2nd quarter** of **Senior year**

By the end of the 2nd quarter of senior year, all students must have completed at least 60 hours of community service and the specified writing tasks. Failure to complete these on or before the due date results in the loss of credit. When a student loses credit for the Christian Community Service requirement, the student is required to take a Religious Studies class the 2nd semester of senior year and must also complete the 60 hours of service.