



## SERVICE LEARNING PROGRAM

2016-17

*Class of 2018*

### **Statement of Purpose:**

The purpose of the St. Thomas Christian Service Program is to answer the Gospel call to serve one another, especially those who are most vulnerable in our society. By serving others, every St. Thomas student will put into practice the principles of Catholic Social Teaching. **Every St. Thomas student participates in service learning!**

### **Overview:**

In order to satisfy graduation requirements, every student at STH must complete a minimum number of hours of service in the community. **A student who does not meet the minimum service requirement will not receive a St. Thomas diploma until he satisfies the obligations of the service requirement.** The Director of Campus Ministry is the administrator of the St. Thomas Service Program

While the service program is an obligation for each student, it is our hope the experience will be a rewarding one for you. The ideal is that you not view this as an obligation, but as a genuine way to serve God's people and learn from your experience. In the end, hopefully you will view service to others as something you willingly do.

### **Junior Year Requirement:**

All St. Thomas juniors are required to complete a minimum of 40 hours of service prior to the completion of their junior year. Of the 40 hours of service a minimum of 20 hours of service must be initiated by the student with an agency or agencies outside of the St. Thomas school community. The outside agency's mission must meet the basic criteria of "social justice" for those who are most vulnerable in our society, namely, the poor, and individuals with special needs, people with medical needs, the elderly, and/or children.

## **Accountability and Documentation:**

A St. Thomas **junior** will be required to have on file in the Campus Ministry Office **three signed and completed** documents (i.e., **service contract, service hour log, service evaluation**) **or equivalent documentation** upon completion of his service work. *In addition, a junior must turn in a final 2-3 page reflection paper upon completion of his service (exceptions will be granted for those who meet the early turn in deadlines).*

- **Document #1** is the **Agency Contract (gold colored sheet)**. This document is the student's contract with an **outside agency** (the contract is not for STH service). The student must have a completed agency contract with that agency (church, school, organization, etc.) where he will complete the majority of his service hours. A minimum of **one agency contract** (or your completed service hour documentation) is due to Campus Ministry by **Friday, October 7, 2016 for Juniors.** \*Any student who does not have a completed service contract or hours turned in by Oct. 7 MUST chose a service project from the list of service opportunities provided by Campus Ministry.
- **Document #2** is the **Service Hours Log (white sheet)**. This document is the student's documentation of how many hours, with whom, and when he has served with a particular agency or service project. The student must complete his hours log **or** equivalent documentation for **all** service. The completed service hours log (40 total hours) is due to the Campus Ministry Office by **Thursday, April 6, 2017 for Juniors.**
- **Document #3** is the **Agency Evaluation Form (blue sheet)**. This document is the form that must be completed and signed by the supervisor of the agency for whom the student served under. The student must have a completed and signed agency evaluation form from the agency he completed **the majority** of his service hours for. **One evaluation form** or equivalent documentation is needed per student. The completed and signed agency evaluation form is due to the Campus Ministry Office by **Thursday, April 6, 2017 for Juniors.**

For Juniors, all **three** of the service documents (or equivalent documentation) must be completed, signed, and **turned in to the Director of Campus Ministry** in order to receive official credit for completion of the St. Thomas Christian Service Program!!

In addition: a 2-3 page, typed service reflection paper must be submitted with **your completed 40 hours of service and documentation**. Exemptions to the reflection paper are made to any junior who turns in hours by the fall semester deadline (October 7, 2016)

### **Incentives:**

1. *Any junior who has completed his hours over this past summer does not need a service contract (gold colored sheet).*
2. *Any junior who has completed his service hours does not need a service reflection paper if the hours are turned in by October 7, 2016*
3. *Students who turn in 80 or more approved hours during their junior year are automatically exempt from the STH service requirement during their senior year!*

Successful completion of the service assignment means that you have the appropriate signed and completed forms, and a quality reflection paper all turned into the Office of Campus Ministry by April 6th, 2017.

### **Consequences:**

**Failure to meet the requirements of the service program by the April 6<sup>th</sup> deadline will result in a “Service Incomplete” notation on the student’s final Junior year report card. The student will also have to complete the hours prior to being admitted to St. Thomas for his senior year.**

## **STH SERVICE LEARNING DUE DATES:**

(PLEASE POST THE DUE DATES AS A REMINDER!)

### **2nd Quarter deadline:**

Service *Contract* or completed *Service Log/Evaluation*

**Friday, October 7, 2016**

### **FINAL Deadline:**

Service *Hours, Log, Evaluation, reflection paper:*

**Thursday, April 6, 2017**

It is a good idea for students to turn in to the Campus Ministry Office hour sheets/ and other forms upon immediate completion of the hours. A “Service Learning” file is maintained in the Campus Ministry Office for every STH student.