



SERVICE PROGRAM

2016-2017

Class of 2017

Statement of Purpose:

The purpose of the St. Thomas 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 the **Catholic Social Teaching. Every St. Thomas student participates in service!**

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 STH Service Learning 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 way to serve God's people and learn from your experience.

Senior Year Requirement:

All St. Thomas seniors are required to complete a minimum of 40 hours of service prior to the completion of their senior year, or a minimum of 80 hours during their junior and senior year. Of the 40 hours of service turn in for senior year, 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 **senior** will be required to have on file in the Campus Ministry Office **two signed and completed** documents, (**service hour log, service evaluation**) or **equivalent documentation** (i.e. letter from agency, etc.) upon completion of his service work. ***In addition, a senior who did not turn in a Service Reflection paper during his junior year, must turn in a final Service Reflection paper during his senior year OR give an oral service presentation to a Theology class.***

- **Document #1** is the **Agency Contract (gold sheet)**. This document is the student's contract with an **outside agency** (the contract is not for STH sponsored 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 during his senior year. A minimum of **one agency contract** (or completed service hour documentation) is due to Campus Ministry by **Friday, October 7, 2016 for seniors**. **Seniors are exempt from turning in a service contract if a minimum of 15 hours have already been submitted to the C. M. Office by this date.**
- **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 **Friday, March 24, 2017 for seniors**.
- **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. 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 C.M. Office by **Friday, March 24, 2017 for seniors**.

In addition: a 2-3 page, typed **service reflection paper** must be submitted with your completed 40 hours of service and documentation if you do not have a service reflection paper on file in the Campus Ministry Office from your junior year OR a student must give a 3-5 minute oral presentation of his service project to a Theology class prior to the deadline.

INCENTIVES:

1. ***A student who has completed his hours over this past summer does not need a service contract (gold sheet).***
2. ***A student who has completed his hours does not need a service reflection paper IF he turned in a service reflection paper during his junior year.***
3. ***A student turning in all his hours and evaluation by the October 7th deadline will ALSO receive entry to a Campus Ministry sponsored ice cream social AND exemption from the service paper/oral presentations.***

CONSEQUENCES:

- **Failure to turn in signed service documentation and the semester service reflection paper by the March 24 due date will result in the revoking of a student's Senior Privileges during April and May. Exceptions will only be granted to students who have met with the Campus Minister prior to the deadline and need an extension to do the nature of their service project.**
- **You will not be granted "Senior Privileges" if service is not complete, including off campus lunch and dress down privileges. In addition, mandatory "Round Up" Friday service at a social justice related agency will be assigned to students who have not completed their service requirement by the March 24th deadline. Calls and e-mails home will also promptly begin. Official Senior "skip day" may also be revoked for any senior not in compliance with the service requirements. Senior Exam Exemptions in Theology will NOT be granted for any Senior who does not turn in hours by the posted deadline. In addition, you will not be allowed to write your Senior Theology exam until your service requirement has been successfully met.**

Successful completion of the service assignment means that you have the appropriate signed and completed forms, and a *quality reflection paper (or oral presentation)* all turned into the Office of Campus Ministry by March 24th. **Disciplinary measures will continue (no off campus lunch, etc.) until the service requirements are successfully met.** The service requirement for each semester and the *deadlines* are listed below.

STH SERVICE LEARNING DUE DATES:

(PLEASE POST THE DUE DATES AS A REMINDER!)

1st Quarter deadline:

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

Friday, October 7, 2016

FINAL Deadline:

Service *Hours Log, Eval., reflection paper/presentation:*

Friday, March 24, 2017