

Dear Class of 2019 and Parents,

Students have already gone over the senior service requirement in their Theology classes. I am requesting that you refresh your understanding of the requirement *together* by reviewing the material below as well as the material found on Prep's website and in the Student Handbook.

Senior Service Tracking Chart – A tool to keep for your records to ensure your hours AND visits are completed on time and correctly.

Week Of:	Date(s) of visit(s)	Total Hours
Learning Covenant due Sept. 14		
Sept. 10 – Sept. 16		
Sept. 17 – Sept. 23		
Sept. 24 – Sept. 30		
Oct. 1 – Oct. 7		
Oct. 8 – Oct. 14		
Minimum Expectations	4 Visits	8 Hours
Totals for 1st Evaluation Period		

1st evaluation period ends October 14th.

Week Of:	Date(s) of Visit(s)	Total Hours
Oct. 15 – Oct. 21		
Oct. 22 – Oct. 28		
Oct. 29 – Nov. 4		
Nov. 5 – Nov. 11		
Nov. 12 – Nov. 18		
Nov. 19 – Dec. 2		
Dec. 3 – Dec. 9		
Dec. 10 – Dec. 16		
Minimum Expectations	7 Visits	14 Hours
Totals for Second Evaluation Period		

2nd Evaluation Period Ends December 16th.

Week of:	Date(s) of Visit(s)	Total Hours
Dec. 30 – Jan. 6		
Jan. 7 – Jan. 13		
Jan. 14 – Jan. 20		
Jan. 21 – Jan. 27		
Jan. 28 – Feb. 3		
Feb. 4 – Feb. 10		
Feb. 11 – Feb. 17		
Feb. 28 – March 3		
March 4 – March 10		
March 11 – March 17		
Minimum Expectations	9 Visits	18 Hours
Totals for Third Evaluation Period		

3rd Evaluation Period Ends March 17th

Week of:	Date(s) of Visit(s)	Total Hours
March 18 – March 24		
March 25 – March 31		
April 1 – April 7		
April 8 – April 14		
April 22 – April 28		
April 29 – May 5		
May 6 – May 12		
Totals for 4th Evaluation Period		
Minimum Expectations	6 Visits	12 Hours
Minimum Expectations for Year	26 Visits	52 Hours
Totals for Year		

4th Evaluation Period Ends May 12th

The expectations and requirements that are part of each senior's Christian service requirement are set forth in the Handbook (available on the Prep website). Failure on the part of a senior to meet these expectations and requirements may lead to a lowering of his theology grade or even failure in his theology course. In the past, the negligence of some seniors has resulted in their being unable to graduate on time from Fairfield Prep. While such sanctions may seem harsh they are intended to add very strong emphasis to the importance that Fairfield Prep places upon its students' commitment to service.

To better ensure against such an undesired outcome, it is important that each Prep senior and his parents clearly understand what is expected of him for this year of service. Therefore both senior and parent/guardian are asked to carefully read the Handbook as well as other materials listed on the Prep website and attest to having done so by their signatures below. Any questions that arise may be addressed to the Director of Christian Service (Ms. Stanley), to his theology teacher, or to the theology department chair (Mr. Milazzo).

Name of Agency: _____

Name of Supervisor: _____

Supervisor Email: _____

Signature of Student

Date

Signature of Parent/Guardian

Date