



NOTRE DAME™
Preparatory High School

Christian Service – Taking Christ Out Into the World

2018-2019

Christian Service, or reaching out to those in need because of your Christian call to holiness, is an essential part of what it means to be a follower of Christ and a contributing member of society. Loving our neighbor implies a willingness to be of service and to reach beyond ourselves to those in need.

“For I was hungry and you gave me something to eat, thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me. (Mt 25:35-36)

As a Catholic school, and in order to develop a well-rounded student, Notre Dame Preparatory challenges its students to be people of service. In light of this challenge, students are expected to complete service during the course of each year.

I. Christian Service Requirements

- The graduation requirement for all NDP students is 120 hours of Christian service.
- **Twenty of the overall hours should be served in a student’s place of worship.** Only 20 hours of service to a place of worship can be accepted to meet the graduation requirement of 120 hours. More service may be done in a place of worship and recorded, but only 20 hours will be applied to your graduation requirement.
- **10 hours of service out of the 120 should be service to the school.** This includes, but is not limited to Office Aides, Frosh Night Out, sports camps, Mass ministries. Only 10 hours of service to the school can be accepted meet the graduation requirement of 120 hours. More service may be done at NDP and recorded, but only 10 hours will be applied to your graduation requirement.
- Any opportunity not listed on the NDP web site or x2VOL must be pre-approved by the Director of Christian Service Learning via email.
- ***Service hours completed without pre-approval will not count toward the requirement, since they will not be approved on x2VOL.***
- Grade level *minimum* requirements:
 - Freshmen: 30 hours
 - Sophomores: 30 hours
 - Juniors: 30 hours
 - Seniors: 30 hours
 - GRADUATION REQUIREMENT: 120
 - 20 to a place of worship
 - 10 to the school
 - 90 to the community

- Students are encouraged to complete more hours of service to each of these locations, and they will be added to the student's Service History on x2VOL. Students are required to make sure that they meet these graduation requirements. The Director of Christian Service Learning can give guidance and assistance in all aspects of finding opportunities and making claims on x2VOL.

II. Christian Service Learning Pass/Fail Grade

All students must complete 30 hours of service each year. Christian Service will be graded as a Pass/Fail elective course each semester. First semester all students must have at least 15 hours of service claimed, verified and approved on x2VOL by the end of the semester. At that point, they will receive a Pass or a Failing grade. That grade will not change. Students will receive .5 credit for each year they pass Christian Service.

All students must have a total of 30 hours claimed, verified and approved on x2VOL by the start of their first final exam in May. Students who do not have their service completed will Fail Christian Service. That grade will not change, even if the student completes the requirement after the deadline.

Failure to meet the Spring semester deadline will result in being asked to withdraw from NDP. Students not meeting the May deadline will fail Christian Service and that grade will go on their final transcript. Even if a student finishes service after the deadline, the Fail will remain on the student's transcript. Once a student has completed their Christian Service, they will be allowed to come back to NDP.

Seniors will be required to have their service claimed, verified and approved on x2VOL by mid-April. Check the school calendar for details. Seniors who do not meet the Christian Service deadline will fail Christian Service, and will not be able to participate in any senior activities until that requirement is met. Once the student's 30 hours have been claimed and verified on x2VOL, they will be eligible for graduation.

All service should be claimed on the web site x2VOL within 24 hours of completing the service.

III. Verification

- Verification will be through x2VOL. You can access x2VOL through the web site x2vol.com. All training videos on how to use this web site can be found on youtube.com (search x2VOL and all training videos will be there)
- Parents may not verify your service.
- Students are responsible for making sure their service is verified in a timely manner.

IV. Finding Service Opportunities

- Many service opportunities are on x2VOL.
- You may choose to do Christian service hours at a non-profit organization that is not listed on x2VOL.
 - This service must be pre-approved by the Director of Service Learning via email.
 - Guidelines:
 - 1) **Does this non-profit organization directly help people?**

2) Does this organization help people who are in need and/or disadvantaged?

3) Will I be directly helping people who are in need and/or disadvantaged?

- Training for a service or meetings to organize a service are not considered direct service to the poor and disadvantaged, so this is not counted as Christian Service.
- Do not simply show up at a service organization. You need to sign up and make arrangements with the agency.
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Fundraising and office work, although an important part of any nonprofit agency, is not a part of our Christian Service program. Students should be in direct service to the poor, marginalized or disadvantaged.

V. Tips for Completing Christian Service Hours

- Christian Service should be uploaded on x2VOL within 24 hours of completing the service.
- Students are not allowed to do Christian service hours during school hours, or be checked out of school early to complete service, unless it is through a Christian Service aspect of a Notre Dame class.
- The intent of this program is to develop an on-going commitment of service to the human family.
- Students may **not** fulfill the overall requirement (120 hours) in one year.
- Once the yearly required hours are met, additional hours do not roll over to the next year. They will be recorded on your Service History through x2VOL.
- Final approval of hours is left to the Director of Service Learning. If in doubt, check with the Director of Service Learning via email *before* the hours are served.
- Training hours or organizational meetings served at an approved non-profit organization do NOT count as service.
- Fundraising and office work, although an important part of nonprofit agencies, is not part of our Christian Service program.

VI. First Semester Deadline (December for all)

Students who do not complete the first semester service requirement by the due date in December will Fail Christian Service. Students will be placed on ineligibility list for co-curricular activities, until service is completed. (Ineligibility will be checked on a weekly basis)

VII. Second Semester Deadline (April for Seniors, May for underclassmen)

- Seniors who do not complete the necessary service requirement they will Fail Christian Service and will not be allowed to participate in the graduation ceremonies until their requirement is met. If they do not complete their service requirement, they will NOT be allowed to walk at graduation.

VIII. Service Hours Credit Guidelines

Credited hours include:

- Hours served from the approved list on the NDP website and x2VOL.
- Hours pre-approved by the Director of Service Learning.
- Hours served that benefit our Notre Dame community, including summer sports camps and school/diocesan fundraisers up to a total of 10 hours of their total 120 hours.

Retreats and Mission Trips

- Mission trips will be allowed if it is through a church or a trip sponsored or approved by Notre Dame. All trips must be approved the Director of Service Learning via email. The trips must be through an approved non-profit faith based organization.
- Student peer ministers for parish retreats will be allowed a maximum of 10 total hours per day of a weekend retreat and must be accompanied by a log of hours signed by your supervisor. No more than 20 hours will be accepted for leading a parish retreat. This will go towards your 20 hours of service to your place of worship.

IX. Summer Service Opportunities

Summer service will count toward the next school years' service hours.

Returning Students...

- Service must be from organizations on the approved list on x2VOL.
- Pre-approval needed only for those organizations **not** on the approved list via email.

Incoming Freshmen

- Service must be from organizations on the approved list on the NDP website. NO EXCEPTIONS. Please note that places of worship are accepted as an approved organization. Vacation Bible School would fulfill this requirement.
- Christian Service must be performed after May 30th. Any service hours completed for 8th grade credit cannot be used for 9th grade credit at Notre Dame Preparatory.

X. May Service Opportunities – current students

Service completed during the month of May will count toward the next school years' service hours providing:

- The service was performed after due date of the current year service deadline
- The current years' service requirements have been successfully completed.

XI. Accessing x2VOL

- You can access x2VOL through x2VOL.com. Use your NDP email.
- All training videos for x2VOL are on youtube.com. Just search for x2VOL and pick the video you want to watch.

If you have any questions, please do not hesitate to contact the Director of Service Learning.