



Incarnate Word Academy: Service Learning Program

*"Be compassionate as your heavenly Father is compassionate.
Anyone who desires to come to me will hear my words and put them into practice." (Luke 6:36,47)*

Incarnate Word Academy is an educational institution dedicated to Jesus, the Incarnate Word. Each student is required to participate in a service learning project to develop growth in Catholic Social Teaching.

**See Parent/Student Handbook for more information regarding this requirement.*

GOALS:

- To serve as women for others, conscious of the needs of the local community, especially the most vulnerable and disadvantaged in our society
- To develop a deeper understanding of Catholic social teaching
- To practice and develop skills of leadership and character

OVERVIEW OF SERVICE REQUIREMENTS:

- Each student will serve a minimum of **75 hours** to be eligible for graduation.
- A minimum of **60 hours must be considered direct** (at a selected service site).
- The **remaining 15 hours may be indirect** (service done outside of her selected service site).
- All Service Hours must be completed, as well as logged in, verified and approved in the service hours tracking application MobileServe by the appropriate deadlines.
- By December 18 of her Senior year, each student will have completed a **service learning portfolio** showcasing her service and application of Catholic Social Teaching.

2020-2021 Global Pandemic Modifications

The Direct vs. Indirect hours category has been modified and as long as you complete the number of hours required for your grade level classification you will be in compliance with the Service Learning Program and NHS requirements.

Please note the following modifications:

2019-2020 Service Learning Requirements - This applied to current seniors, juniors & sophomores

The deadline of May 1st, 2020 was extended to the first day of the 2020-2021 school year (August 17, 2020) due to the impact of the current global pandemic on students' ability to complete service hours. We will continue to be flexible and willing to accommodate adjustments as needed and according to how the situation develops.

Reminder of the Requirements:

Class of 2023 - 15 hours

Class of 2022 - 30 hours (45 hours accumulative total)

Class of 2021 - 30 hours (75 hours accumulative total)

2020-2021 Service Learning Requirements - This applies to all students for the current school year

As the current pandemic continues to impact students' ability to complete service hours, the categories of 'direct' vs. 'indirect' hours will not be required for the service completed this year.

Students may complete any of the opportunities listed as suggestions for volunteering during the pandemic provided [here](#). Please contact Ms. Panzarini if you have any questions or ideas for projects not listed **BEFORE** you begin your service.

Be assured we are flexible and willing to accommodate adjustments as needed according to how this year develops.

Service Learning Requirements by Classification

Class of 2024 - Freshman Year:

- Students will attend the **Virtual Service Learning Fair** sponsored by CMT.
- Each student will meet individually with the Campus Minister during the second semester to discuss service hour goals for her time at IWA.
- Students will be encouraged to select a social justice issue to which she will commit to complete hours and will be given direction on contacting her service site.
- **15 hours** of service completed and logged in, verified and approved in the [Mobile Serve App](#) by **May 1st, 2021**.

Class of 2023 - Sophomore Year:

- Students will attend the **Virtual Service Learning Workshop** sponsored by CMT.
- The student will continue with her service plan and if possible, work towards developing a leadership role at the agency/event she has committed to serving.
- **30 hours** of service must be completed and logged in, verified and approved in the [Mobile Serve App](#) by **May 1st, 2021**.
- Students' **accumulative total hours of service must be a minimum 45 hours** by the end of Sophomore year.

Class of 2022 - Junior Year:

- Students will attend the **Virtual Service Learning Workshop** sponsored by CMT.
- The student will continue with her service plan and if possible, work towards developing a leadership role at the agency/event she has committed to serving.
- **30 hours** of service must be completed and logged in, verified and approved in the [Mobile Serve app](#) by **May 1st, 2021**.
- Students' **accumulative total hours of service must be a minimum 75 hours** by the end of Junior year.

Senior Year:

- Students will attend the **Virtual Service Learning Workshop** sponsored by CMT.
- The student is encouraged to continue to earn service hours, making a larger impact in the community she serves.
- **75 hours** of service must be completed and logged in, verified and approved in the [Mobile Serve App](#) by **October 30, 2020**.
- Students will be required to complete a service learning portfolio connecting her service experiences with Catholic Social Teaching.
- The culmination of the service learning portfolio will be her final grade for the Theology IV course and this will be due in December.

DELINQUENCY IN COMPLETING HOURS

Completion of the service learning program in full (75 hours of service and a service portfolio) in December of the student's senior year is a requirement to be eligible for graduation.

*Please note that due to the impact of the 2020 Global Pandemic, the **Direct vs. Indirect hours** category has been modified to the following and as long as you complete the number of hours required for your grade level classification, you are in compliance with the Service Learning Program and NHS requirements.*

OUTLINE OF SERVICE DEADLINES:

December

Senior Service Learning Portfolio due in Theology IV

May 1st

All Service Hours must be completed, as well as logged in, verified and approved in the [MobileServe App](#)*

- Freshman = 15hrs
- Sophomore= 30hrs
- Junior= 30hrs

* The above is the minimum per academic year. Students may complete hours before the posted dates.

GUIDELINES FOR SELECTING A SERVICE AGENCY:

Under normal circumstances, service encouraged in this program must reach beyond helping family and friends and be focused on addressing a particular social need within our community. During the global pandemic, students may choose any of the service options listed [here](#). Students are welcome to explore other options, however each site/service plan must be pre-approved at the discretion of the Campus Minister. When selecting an organization, students should keep in mind any limitations that may affect their commitment. School, extra-curricular activities, summer school, vacation, family and work must not be overlooked.

- Your service MUST be totally **voluntary, direct, hands on**, service to those being served. All service must be completed through an approved non-profit agency or organization.
- Service hours may be completed by working with agencies/organizations who serve people who:
 - Fall below the United States established poverty line
 - Are hospitalized due to life-threatening illness
 - Serve in the military or are the direct family members of those who serve in the military
 - Are incapacitated at any age and must depend on the assistance of a care facility to meet their basic needs
 - Are cognitively or physically challenged, or whose school cannot afford to meet the learning needs of their students
- Service may also be completed by working with agencies/organizations involved:
 - The hands-on care of animals in shelters
 - In working to reclaim the imbalanced ecology
 - In the teaching of the faith through retreat leadership and Vacation Bible School
- A student should consider service sites in which she is passionate about and at which she can develop as a leader.

Note: If you have questions about the service that you would like to perform, please get approval from the Campus Minister before you begin.