



# SERVITE HIGH SCHOOL

## CHRISTIAN SERVICE VERIFICATION FORM 2020/2021

### From The Constitutions of the Order of Friar Servants of Mary, Chapter 1

*The Order of Friar Servants of Mary, which arose as an expression of evangelical apostolic life, is a community of men gathered together in the name of Jesus the Lord. Moved by the Spirit, we commit ourselves, as did our First Fathers, to witness the gospel in fraternal communion and to be at the service of God and all people, drawing abiding inspiration from Mary, Mother and Servant of God.*

Student's Name

Student Signature

Student ID#

This Section should be filled out by the Organization / Agency through which the service is being provided

Name of the Organization / Agency:					
Name of Organization / Agency Contact:					
Organization / Agency Contact:		Phone #: ( ) -		E-mail:	
Date Service Began:	/ /	Date Service Ended:	/ /	Total Hours:	
Organization / Agency Contact's Signature:				Date of signature:	

### HOW TO RECORD YOUR CHRISTIAN SERVICE HOURS IN AERIES

- Log on to your student Aeries account and go to the "Service Learning" tab under Service Learning
- Click on the box labeled 'Add New Christian Service Recipient; search for the organization you helped
- If the organization that you served appears:
  - highlight the organization
  - click on 'use selected'
- If the organization that you served does **not** appear:
  - Click on 'Organization Not Listed'
  - A note will appear 'Organization Must Be Approved Before Hours Can Be Earned', click 'ok'
  - Another box will appear with instructions to 'Please Enter the Name of the Organization'
  - Enter the Name of the Organization and click 'ok'
  - A new Service Learning Recipient will appear
  - Complete the Form, including the supervisor and his / her contact information and service reflection
  - A note will appear reminding you that the Organization is 'Pending Approval'
- Complete the 'Service Learning Recipient' Form including the 'Supervisor', 'Contact Information', 'Start Date' and 'End Date' of your service and enter a 'Service Reflection'
  - NOTE: Entering the number of service hours in the service reflection will not be recognized by Aeries as 'Service Hours'
  - Hours are calculated by Aeries by totaling hours calculated by 'Start Time' & 'End Time' on your 'Service Learning Log'
- Click on the box next to 'Service Learning Recipient' entitled 'Service Learning Log'
- Complete the 'Service Learning Log' for each day that you served that organization during the time period indicated the 'Service Learning Recipient' Form including, 'Date', 'Start Time' & 'End Time'
  - The total service hours will calculate when you click 'Save Record'
  - If the hours do not calculate, check to see if you properly entered "AM / PM" correctly
  - NOTE: If you do not include the 'Date' of service, the total will not cumulate in your 'Total Service Hours'
- Using your cell phone or computer to scan, take a picture of this 'Christian Service Verification Form' and upload it into Aeries
- Click back on the 'Service Learning Recipient' and you should see the hours entered under 'Pending Hours'
- Your hours are then automatically submitted to Campus Ministry for Approval
  - If your hours are approved you will receive a notice that the hours have been approved and Aeries will reflect approval
  - If your hours are denied, follow the instructions on the reason for denial