



Incarnate Word Academy: Service Learning Program 2021-2022

*"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)*

We are excited to resume our traditional service learning program to foster a life of servant leadership in our Women of the Word. Please see the updated requirements for each grade level below. **Please note non-traditional COVID hours accepted for the 2020-2021 school year will no longer be accepted as of August 2021**

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).
 - Direct service hours should focus on one of the themes of [Catholic Social Teaching](#)
 - ***Direct Hours: 60 hours** of service focused on one specific social justice issue and corresponding agency/event.
- The **remaining 15 hours may be indirect*** (service done outside of her selected service site).
 - ***Indirect Hours:** *Any hours completed outside of the above chosen service plan. All indirect hours must meet the guidelines for service as stated below.*
- **All service hours must be completed, logged, verified, and approved in the service hours tracking app: [Mobile Serve](#) by the appropriate deadlines.**
- By **Fall Midterms** of Senior year, each student will have completed a **service learning portfolio** showcasing her service and application of Catholic Social Teaching.

FRESHMEN YEAR

- **September:** Freshmen are required to attend the **Service Learning Fair**.
- **2nd Semester:** Students will meet individually with the Campus Minister to discuss service hour goals and be encouraged to select a social justice issue to which she will commit to complete her remaining 60 hours of direct service split between sophomore and junior years.
- **Due by May 1st: 15 hours** of service approved in the Mobile Serve App, along with the [Declaration of Direct Hours](#) form submitted to the Campus Ministry Team.

SOPHOMORE & JUNIOR YEARS:

- **September:** Students are encouraged to attend the **Service Learning Fair**.
- Students will continue their service plan and work towards developing a leadership role at the agency/event she has committed to serving.
- **Due by May 1st: 30 hours** of service EACH YEAR approved in the Mobile Serve App. A total of **60 hours** of direct service is due by May 1st of a student's Junior year.

SENIOR YEAR:

- Students are encouraged to continue to earn service hours making a larger impact in the community and exhibiting the virtue of life-long servant leadership.
- ***Fall Theology Midterm:*** Students complete a service learning portfolio connecting her service experiences with [Catholic Social Teaching](#).

OUTLINE OF SERVICE DEADLINES:

May 1st	Annual hours logged, verified, and approved in the service hours tracking app: Mobile Serve <ul style="list-style-type: none">● Freshman = 15hrs● Sophomore= 30hrs● Junior= 30hrs
Fall Senior Midterm	Senior service learning portfolio due In Theology

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

* ***60 of the 75 hours must be considered direct hours.***

* All hours (direct and indirect) ***must be completed by May 1st of the student's junior year.***

GUIDELINES FOR SELECTING A SERVICE AGENCY:

For this program, service must reach beyond helping family, friends and the school. While these are noble ways to volunteer in our own community, service should focus on addressing a particular social need within the larger community. Each site/service plan must be pre-approved at the discretion of the Campus Ministry Team. When selecting an organization, students should be mindful of any limitations (School, extra-curricular activities, summer school, vacation, family, work, etc...) that may affect their commitment. A life of service extends beyond these additional commitments.

- 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 US 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.
 - 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.
 - Child development & formation

Students should consider service sites in which she is passionate about and in which she can develop as a leader. If you have questions about the service, please get approval from the Campus Ministry Team before you begin.

DELINQUENCY IN COMPLETING HOURS

Completion of the service learning program in full (75 hours of service and a service portfolio) by January 31th of the student's senior year is a requirement to be eligible for graduation.

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.

Please see Parent/Student Handbook & the Service Learning Tab on the Incarnate Word website for more information regarding this requirement.