Cardinal GIBBONS High School

Christian Service Hour Program 2022-2023

==*DO NOT BEGIN A SERVICE PROJECT UNTIL YOU HAVE THOROUGHLY READ AND UNDERSTAND THE SERVICE HOUR GUIDELINES.*==

Service to the community is the student's way of implementing the tenets learned in their Theology courses into everyday life. Christian Service is a requirement for graduation from Cardinal Gibbons High School.

- **Students MUST complete 25 service hours EACH year and a minimum of 100 hours to fulfill their graduation requirement.**
- **If a student completes over 25 hours of service to one project or organization the service hour form must be accompanied by a Christian Service Log. (See attached)**
- **Any donations to a non-profit organization over $250 must be accompanied by an itemized receipt.**
- **ALL forms are due within 30 days of service being completed.**

Deadlines:

- **October 7, 2022 Q1 service hours and Summer hours due**
- **December 9, 2022 Q2 service hours due**
- **March 10 2023 Q3 service hours due**
- **March 6, 2023 ALL SENIOR SERVICE HOURS DUE**
- **May 19, 2023 Q4 all underclass service hours due**

***Students who have fulfilled their yearly service hour requirement and have earned 250 or more hours of community service, including Direct Service, will receive special recognition at graduation. For sharing their time and talents with the community, they will wear a gold cord over their graduation gown. In order to wear the gold cord, seniors must complete and submit their service hours no later than **March 6, 2023.** ==*Service hours will not be accepted after this date. NO EXCEPTIONS!*==

All Christian Service Hours must be performed outside normal school hours and must be donated to a NON-PROFIT 501 [c][3] ORGANIZATION registered with the State of Florida.

- The project/service may NOT be performed for an immediate family member (parent, brother, sister, in-laws, etc.) an individual, nor for a corporation or a business that operates for profit.
- Students may not submit hours for fostering an animal at home or for volunteering at surf camps.
- The project/service must be performed without any payment.
- The phone number to the non-profit organization must be indicated on the form.

Goal of Christian Service: The goal of the Christian Service program is to help our students emulate St. Teresa of Calcutta in becoming the "Face of Christ," as a result serving as the "hands and feet of Christ." We want our students to see Christ in those they encounter through their service to the community. Engaging in the acts of peace and justice that are involved by working directly with those most vulnerable - the poor, hungry, homeless, sick, elderly, mentally and physically challenged, teaches our students empathy and social justice as well. There are two types of service students can perform: **Direct Service and Indirect Service.**

Direct Service: Minimum of 10 hours required per school year.
Direct Service is the act of performing a service in-person for the benefit of others in the greater community. These hours involve direct, face-to-face encounters with the poor and needy, along with the members of our parishes, other faith communities, and students utilizing their time and talent to serve members of their community at large.

Examples of Direct Service include:
- Volunteering at a hospital or nursing home (visiting patients, greeting, etc.)
- Working with those serving meals to the poor (St. Vincent De Paul, Food for the Poor, Feeding South Florida, soup kitchens, food pantries, etc.)
- Serving parish, church, or community outreaches to the poor
- Volunteering to assist with Special Olympics, Challenge Air, Parkland Buddies, Bright Horizons School, Ronald McDonald House, Habitat for Humanity, etc.
- Assisting with Vacation Bible School or other Religious Education programs (i.e. faith formation/CCD)
- Serve as a coach at the elementary or middle school level (for a non-profit 501c3 organization)
- Serve as a member of the Campus Ministry Retreat Team and participate in 8th grade Retreats that are held on the weekends.
- Volunteering at parish/church carnivals, fundraisers, gala events, etc.
- Volunteering at beach clean-ups
- Service in a liturgical ministry in a parish or faith community (altar server, lector, choir, usher, children's liturgy, etc.)
- Coaching/assisting at a CGHS sports camp working with students.
- Volunteering at an animal shelter/Humane Society (cleaning animal cages, walking/grooming animals, etc.) (this does NOT include animal rescues in private homes)
  *** *fostering an animal does not count for direct or indirect service*

Indirect Service: Indirect service consists of assisting people or organizations in the greater community through indirect means, such as donating goods and services.
Examples of Indirect Service include, but are not limited to:
- Donating to CGHS Drives for food, toys, clothing, books, diapers, school supplies, etc.
- Assisting any 501c3 non-profit organization in food collection and/or prep/set up for activities
- Helping at a CGHS concession stand
- Volunteering as a manager for a sports team (students MUST complete the service log for each date/time they assisted in order to receive hours)
- Volunteering at the Drama wrapping booth
- Taking part in a walk-a-thon or 5K run, Relay for Life, or March for Life
- Working backstage for a CGHS drama production or outside drama production
- Assisting with clerical work for a non-profit organization (answering phones, making baskets or crafts, filing, etc.)
- Donating pet food, blankets, etc. to animal shelters or the Humane Society (animal shelters must be a 501c3 non-profit organization).

Examples of activities that cannot be counted as service hours:
- Rehearsing or performing in a production, recital, or other related performance activity.
- Assisting with animals at a foster location - volunteering must be at a brick and mortar building designated solely for the purpose of animal rescue - students may not volunteer at a private residence.

Please direct any questions regarding a particular project to Mrs. Eichholtz at Eichholtz@cghsfl.org. Please be specific about the project and your expected contribution to the non-profit organization. ==**If a student is not sure if a proposed project is acceptable, the student should check with the Campus Ministry Office BEFORE beginning the project.**==
- It is the student's responsibility to submit service hour forms to the Campus Ministry office or Main Office on or before the deadlines provided.
- Service hour forms should be submitted as the project is completed.
- Hours must be confirmed in order for the student to receive credit.
- Hours performed after the May deadline will be applied for the following school year for underclassmen.

Christian Service Hour Form 2022-2023

This form must be filled out in its entirety. Incomplete forms will be returned.

==**Service MUST be completed for a 501 [c][3] Non-Profit Organization.**==

Student name: _____

Student #: _____   **Grade:** _____

I hereby affirm that I performed these hours for a **501[c][3] non-profit organization** registered in the State of Florida.

_____
Student's Signature   Date

This section is to be completed by the volunteer supervisor
Service to the community is the student's way of implementing the tenets learned in the Theology courses into everyday life. All students of Cardinal Gibbons High School must perform UNPAID Christian Service each year for a non-profit organization.

I verify that (Student Name) _____

Performed _____
Write out the number of hours performed: Example: thirteen hours

For (name of non-profit organization) _____

Date(s) of Service _____

Briefly describe the duties performed by the student: _____

_____

_____

Supervisor Signature: _____

Please print name: _____

Address: _____

City, State, Zip: _____ **Phone number:** _____
   ● *Non-profit service organization number is required. No home or cell phone number*

Cardinal Gibbons High School Christian Service Log

This form is to be used when a student performs over 25 hours to one organization, and must accompany the Christian Service Hour form.

Name: _____ **Student #:** _____

Date: 0/0/00	Time In	Time Out	Total Hours	Supervisor's Initials

Name of Non-Profit 501 [c][3] Organization: _____

Name of Supervisor: _____

Phone number of organization: _____