



For Faith, Scholarship and Community

# Community Service Programs

2024-2025

# MUHS COMMUNITY SERVICE PROGRAMS



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### **MUHS Community Service Program Philosophy**

Jesuit education assists in the formation of persons who will put their beliefs and attitudes into practice throughout their lives. At Marquette University High School, we hope that each young man will graduate with a genuine concern for others and a commitment to serving those in need.

Our service programs help students realize that their talents are gifts to be developed for the good of the human community. They are encouraged to use their gifts in the pursuit of the Jesuit ideal to become “**Men for Others**” who are committed to justice.

In order to promote awareness of “others,” Marquette University High School has committed to a strong service program. Students are expected to perform a minimum of 130 hours of service during their time at Marquette. These hours are a crucial part of every student’s development in areas of social responsibility and social awareness.

### **MobileServe**

Marquette University High School uses MobileServe to track student participation in our service learning program. MobileServe makes it easy to document and verify students’ impact, as well as help match them with volunteer opportunities in their community. Students must use their MUHS email to view, sign up for, and record service opportunities posted on MobileServe. Students must use MobileServe to record non-MUHS service opportunities in order to have these opportunities count toward their service requirements.

# Goals of Ignatian Service Work

- 1. Integrity.** Faith without action is empty, narcissistic, and usually dull. If there is any message in the Incarnation, it is that God is waiting to be born among those who are marginalized, uninvited, cold, and tired. When faith, or education, is not about learning to take care of one another, it becomes self-serving and no longer deserves the moral and financial support from the community. Our service to the community brings God's presence to a world in need.
- 2. Leadership.** MUHS students will encounter a global society that is becoming more competitive, individualistic, and transitory. More than ever, an understanding of servant leadership can draw on the rich biblical heritage of seeking a community that is committed to the common good. Service shapes our students to become leaders who are socially responsible and conscious of that which divides and belittles people, i.e. bigotry, poverty, and violence.
- 3. Generosity.** At the heart of Ignatian spirituality is the *Magis: the more*; seeking out and doing God's will. Everyone has unlimited ability to heal, support, listen, entertain, inspire, and encounter Christ in the least among us. We are called to be Generous in Deed!
- 4. Sacramental.** No act of kindness, even when it is hidden, unappreciated, or done with mixed motives (as are all service activities), is ever wasted. Service matters, simply because there is a holiness that dwells within all life. Any attempt to honor that holiness, such as ensuring that people are treated with dignity, is making the goodness of God a bit more real, a bit more personal. Ultimately, service is about discovering that one of life's greatest treasures is to do what St. Ignatius kept insisting we ought to do: labor for the greater glory of God.
- 5. Relational.** Throughout their four years of high school, MUHS students will experience many different service activities. The purpose of sophomore and junior service is to develop relationships with each other and with the community that will prepare students for a life of service that extends beyond their time at Marquette University High School.

## Important Dates & Deadlines

Students receive a pass/fail grade for community service on their Sophomore, Junior and Senior year report cards. The grades appear as either an S for satisfactory progress/completion or a U for unsatisfactory progress/completion of the service requirement and become part of the student's official transcript. The grade does not affect a student's GPA. In order to avoid receiving a U on their transcripts, students should meet the following deadlines:

Deadline for submitting summer service.....	10/11/24
A minimum of 6 hours of service recorded by the end of 1 <sup>st</sup> semester.....	12/13/24
First Semester Service Recognition.....	12/16/24*
12 hours of service recorded by the Third Quarter grade report.....	2/28/25
Second Semester Service Recognition.....	5/14/25*
24 hours of service recorded by the end of the academic year.....	5/16/25

\*Students who meet incentive requirements will be eligible for special recognition

# MUHS Community Service Program Overview

## Year-By-Year Requirements (see following pages for more details)

### **Freshman year: 2 hours—completed on Freshman Retreat**

Freshmen are encouraged to get acclimated to Marquette High and the High School routine. All Freshman participate in a service activity through the Freshman retreat. Freshmen are encouraged, but not required, to participate in other service projects such as Trash for Pizza (neighborhood clean-up) Campus Ministry activities (serving at Mass) other activities offered through their teams, clubs and homerooms.

Freshmen will be introduced to MobileServe during second semester, after the Freshman Retreat, so that they can log their hours and begin keeping track of their volunteer service. Freshman can then record any volunteer hours they complete during the summer between freshman and sophomore year to earn up to 6 hours of service toward their sophomore year service requirement.

### **Sophomore year: 24 hours—12 hours per semester**

Sophomores participate in bi-weekly service through their Theology class visits to St. Rose Catholic grade school (6 hours per semester). At St. Rose they serve as classroom buddies: helping with homework, assisting with playground activities and reading with students. The remaining 6 hours per semester are accomplished through participation in various MUHS sponsored activities (i.e. serving at Mass, MUHS Open House, MUHS Auction, and club, homeroom or athletic team service activities). Sophomores are encouraged to volunteer with our community partner organizations but can earn volunteer hours through activities offered through their parish, scout troop and MUHS.

### **Junior year: 24 hours—12 hours per semester**

Juniors are responsible for organizing their own participation in service activities (meaning opportunities are not offered in class) by volunteering at one or more of our MUHS community partner organizations. These organizations use MobileServe to list service opportunities such as meal programs, food pantries, therapeutic recreation programs, Special Olympics events, events at assisted living facilities, and tutoring programs that are offered on a weekly basis.

### **Senior year: 80 hours—Senior Shared Life—(second semester)**

The Senior Shared Life project is the capstone of the Marquette University High School community service program. All seniors, as part of their graduation requirements, must successfully complete the Senior Shared Life Project.

At the end of the third quarter, every senior is released from classes to work on a two week community service project. Seniors volunteer at service agencies or institutions such as day care centers, schools and assisted living/elder care facilities in the greater Milwaukee area. Midway through Senior Shared Life, the entire class returns to MUHS to share their observations and experiences. Students gain insight into their own projects and have a chance to re-evaluate their commitment before completing the final week.

Senior Shared Life is run as a separate program. Seniors will receive a Shared Life Handbook containing information about that program during the second semester of the school year. Seniors can, but are not required to, record their hours in MobileServe.

## **Sophomore Year: 24 hours—12 hours per semester**

The goal of the Sophomore year service program is to help students become acclimated to serving the community in and around the Merrill Park Neighborhood.

Sophomores participate in bi-weekly service through their Theology class visits to St. Rose Catholic grade school (6 hours per semester). At St. Rose they serve as classroom buddies: helping with homework, assisting with playground activities and reading with students. Sophomores should record their St. Rose service each time they go to St. Rose. To record hours, open the MobileServe app, click the Log Hours button (see the picture below), enter 1 hour for the time spent volunteering and select the category: Service at St. Rose.

In addition to volunteering at St. Rose, sophomores are encouraged to earn up to 6 hours of service from one of these school-sponsored activities\*:

**MUHS Campus Ministry Squad** (ongoing throughout the year) 1-hour for serving Mass

**Open House Volunteer** (October 13, 2024) -set up, take down, tour guide-3 hours available

**Sophomore Grounds Crew** – Freshman Retreat (Jan. 30-Feb.1, 2025) # of hours varies

**MUHS Auction** (April 11 & 12, 2025) # of hours varies

**MUHS Freshman Activity Fair** (April 23, 2025) 2 hours available

### **MUHS Community Partner Opportunities**

Sophomores are encouraged to earn 6 or more of their service hours by serving with one or more of our Community Partners. Community Partner Opportunities are listed under the Invitations Tab and Discovery Tab of the Opportunities page in MobileServe. Students can learn more about an event by clicking on the name of the event or the picture tile. Most events require students to sign up in advance because they can only accommodate a limited number of volunteers. If no spots are available then a student cannot volunteer for that event. When a student registers for an event, MobileServe will add that event to their schedule and send an email reminder to the student so that he remembers to complete his volunteer work. When a student has completed a service activity, he should open the MobileServe app and record his service. Choose the category: Community Partner.

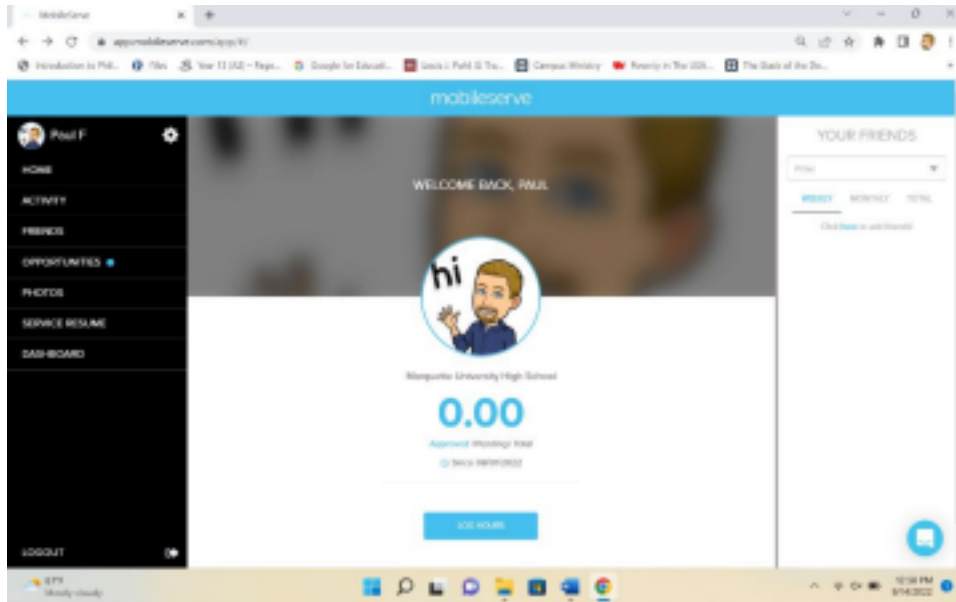
**TIP:** *Always have the adult in charge sign the verification screen on your smartphone to verify your service after you have completed volunteering.*

**Non-MUHS Sponsored Service** (such as service through Boy Scouts, a faith community, or other organizations) can also be recorded in MobileServe and applied to a student's Sophomore year service requirement. To record these service opportunities, open MobileServe, click the Log Hours button, enter the time spent volunteering and select the category Sophomore Service Requirement. Students should get pre-approval before doing these projects by talking to Mrs. Fulcher in Campus Ministry to make sure they meet the requirements of the MUHS Service Program.

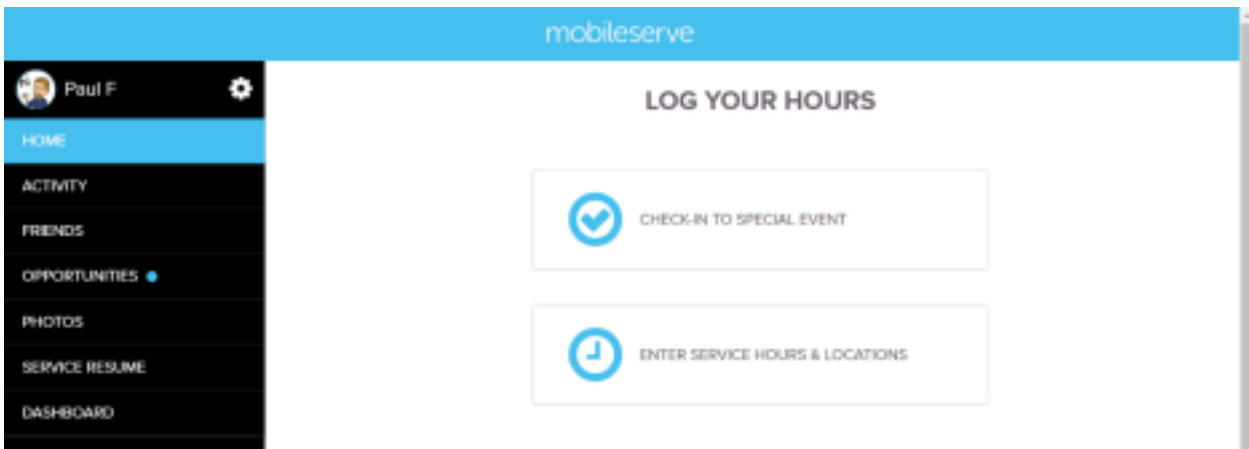
### **Sophomore Service Challenge/Incentive Eligibility**

Sophomores who complete 6 hours of service at St. Rose and 3 hours of service with a community partner during one semester by the semester service deadline are eligible to receive special recognition.

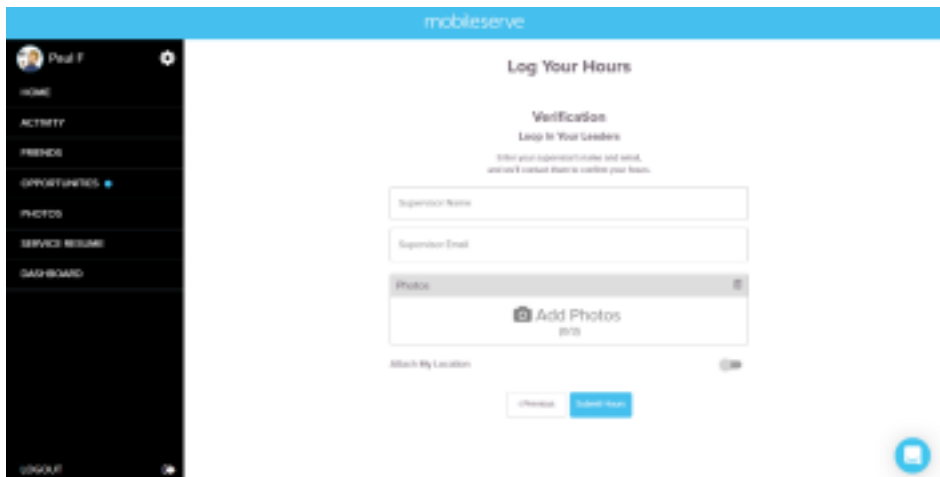
*\*additional school sponsored activities will become available throughout the school year.*



This is what the MobileServe Dashboard looks like.  
The blue dot means new service opportunities await you.  
To record service hours, click the Log Hours button.



To record service at St. Rose or volunteer work click Enter Service Hours & Locations.



MobileServe will ask you to Verify your service by providing the name and email of a contact person. Click the Signature box to have the site supervisor sign your phone to verify your service hours.

# **Junior Year: 24 hours—12 hours per semester**

The goal of the Junior year service program is to encourage students to extend their involvement in the community beyond MUHS to serve the greater Milwaukee area. Juniors earn service hours by volunteering with one or more of our Community Partners (i.e. school approved service sites). Community Partners include assisted living facilities, meal programs, food pantries, Special Olympics events, tutoring programs and more!

Community Partners post volunteer opportunities on the Invitations tab and Discovery tab of MobileServe (see the picture below). In order to volunteer with our Community Partners, students MUST sign up in advance. Registering for a service event ensures that the service site can accommodate volunteers. Once a student signs up for an event, MobileServe reminds them to check in when an event is about to start. If a phone's location settings are turned on, the app will also remind the student to check out when the service activity ends. MobileServe will automatically record the volunteer hours if a student checks in and checks out. The only thing a student needs to do is verify their service by having the event supervisor sign their smartphone before leaving the site.

**Note:** It is important for students to read the entire description of an activity BEFORE committing to service at a Community Partner site so that the student AND the participants in the activity get the most out of it. Some Community Partners require volunteers to participate in consistent (week-to-week) programs. Some Community Partners require forms, such as a background check, before a student can volunteer.

## **Signing Up for Service Opportunities—Juniors**

Junior service opportunities are listed under the Opportunities Tab of the MobileServe dashboard (see the picture on the next page). Click on Invitations to see weekly events in need of volunteers. Click on Discover to see tiles for Community Partners. The tiles indicate how many opportunities are available at that site for the upcoming month. In order to sign up for these opportunities, students click on the Community Partner tile or event that interests them and click the Sign Up button to secure their spot at service.

**MUHS Sponsored Service:** We encourage Juniors to complete all 24 hours of their volunteer service requirement through one or more of our Community Partners. If a student wishes to participate in a service event not offered on MobileServe, then he needs to get the project approved before beginning the volunteer work. Approval is given by the Campus Ministry Office staff. Once approved, the service can be recorded in MobileServe by opening the app and clicking Log Hours (see the picture on the previous page). The student then applies these hours toward his Junior Service Requirement.

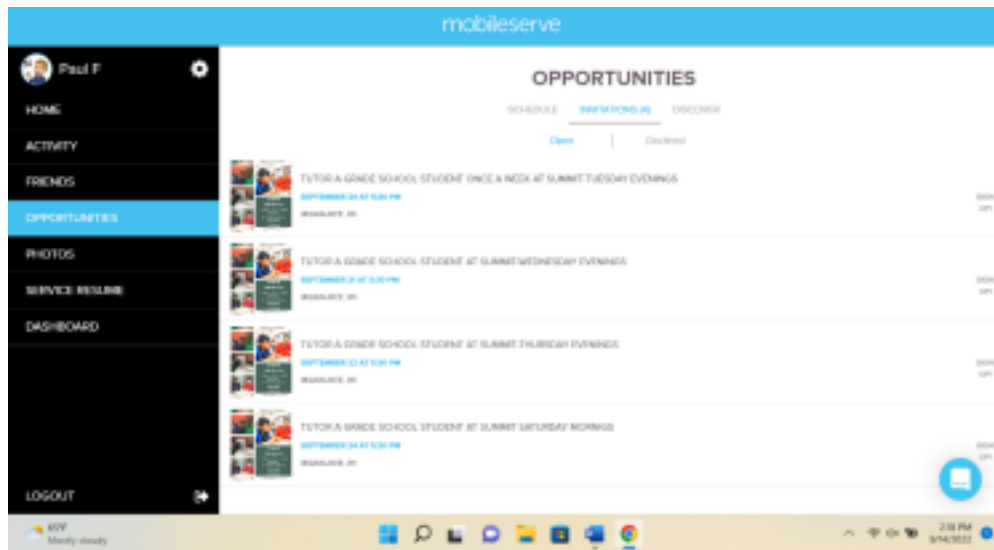
## **Logging Service Hours**

Community Partner opportunities and events will automatically ping students after they have completed their volunteer activity to remind them to record their hours. These hours should be recorded under the category: Community Partner.

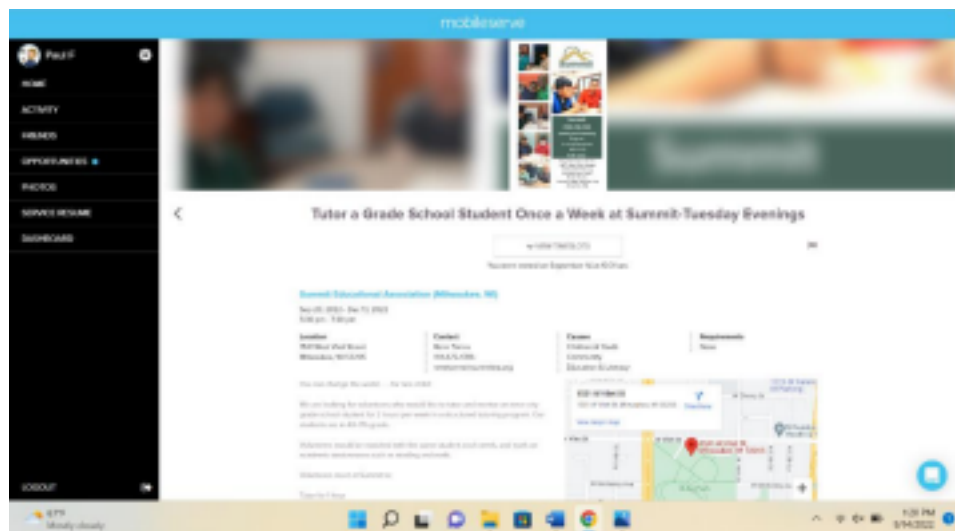
## **Junior Service Challenge/Incentive Eligibility**

Juniors who meet or exceed required hours of service with a community partner during one semester by the semester service deadline are eligible to receive special recognition.

**Note:** Juniors are not eligible to receive service hours at MUHS activities designated for sophomores (ie. Ministry Squad, Open House set up, Auction set up, Activity Fair, etc.) Some MUHS activities, such as coaching Jr. Hilltoppers, JHS tutoring and serving as a translator for Open House, are acceptable for Junior service hours.



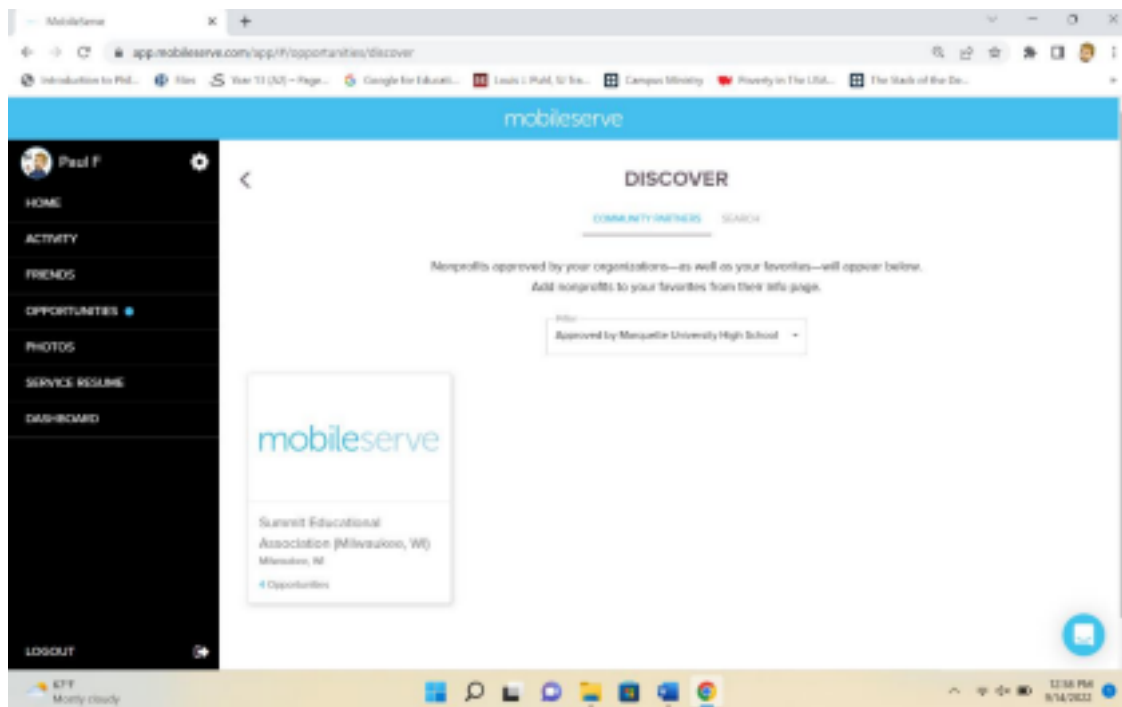
If you click on Invitations, you will see events and opportunities that are offered by our Community Partners.



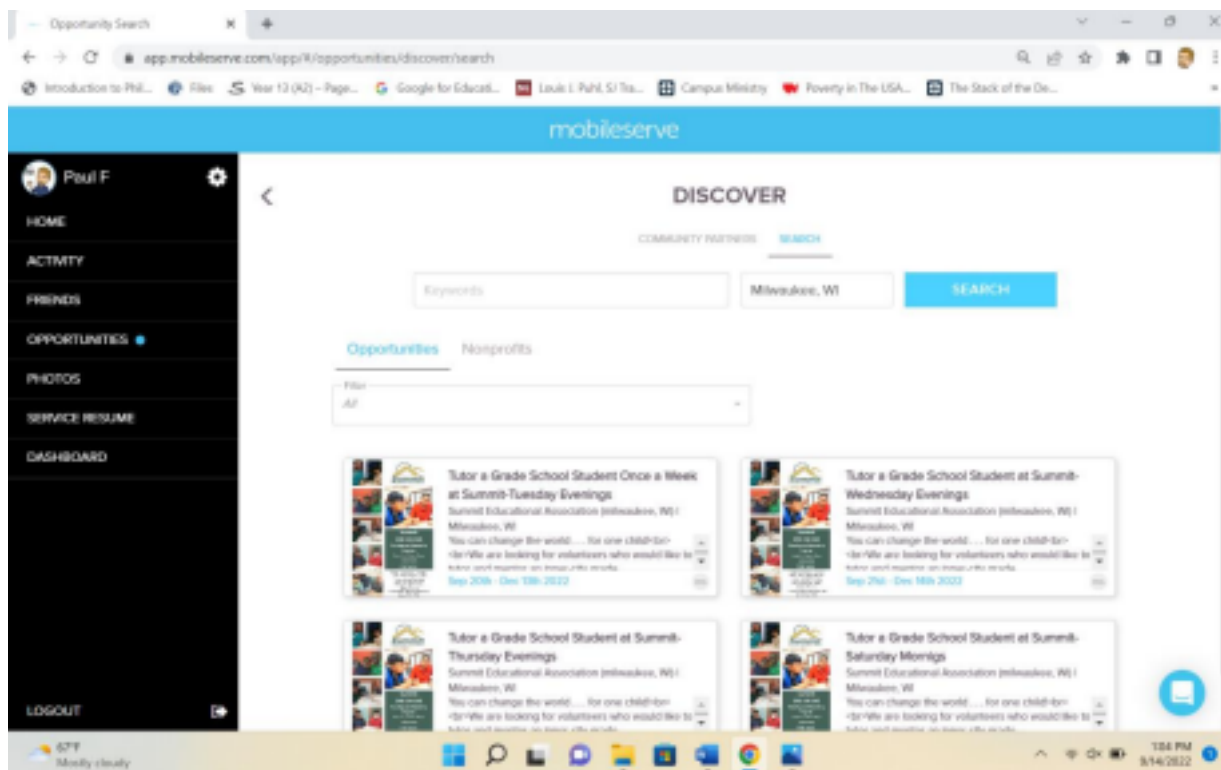
Click on an invitation to learn more about a specific opportunity.



To sign up for a service event, click the SignUp button. If all the spots are already filled you won't be able to sign up for that event.



If you click on the Discover Tab you will see Tiles for all of our Community Partners who have service opportunities available.



On the Discover page, click the Community Partner's tile to see all the opportunities currently offered by that Community Partner.

# MUHS Community Service Program—FAQs

## ***What activities qualify for volunteer service?***

Activities listed in MobileServe, those sponsored by MUHS and those done for a community (non-profit) organization qualify for volunteer service. Activities done for a family member, family-owned business, family friend (other than an elderly neighbor), or private business **do not** qualify for service. Other activities that do not count as service: dog walking, house sitting, putting in piers at cottages, collecting funds for a non-profit, etc. MUHS reserves the right to approve or reject service hours. When in doubt, check with the Ministry Center staff.

## ***How do I verify my service hours?***

Students will need to enter the email address of the person from the organization who can verify their volunteer participation and have that person or the site supervisor from the service organization sign the signature screen on their phone to verify their hours.

## ***What if my service hours get rejected?***

When service hours get rejected, MobileServe will display a red **X** on a student's activity log. Click on the activity to see why the service was rejected. Most often, hours are rejected because the supervisor did not verify the hours or the student has entered incorrect information. Students can edit their service log to correct the issue and resubmit the service hours for verification and approval.

## ***Can I count a volunteer event that isn't listed on MobileServe?***

Yes. Make sure to get approval from Campus Ministry before completing the service. You can manually add your service with just a few taps on the MobileServe app. Have the site coordinator sign your phone for verification after you complete the activity.

## ***What if I signed up for service but can't go?***

If you sign up for a service opportunity and can no longer participate, simply sign in to your MobileServe account and remove your name from the list by clicking the withdraw button. Removing yourself from the list will open up the spot so that someone else can take your place.

## ***What if I sign up for service and forget to go?***

Hopefully this won't happen, but if it does you will not be able to count that opportunity as part of your service record. Your participation in a service event will be verified when the supervisor of the activity signs your service record using your smartphone app.

## ***Do Service Hours "Roll Over"?***

Yes. Service Hours completed **during** the academic year can be rolled over from one semester to the next. For example: A sophomore who completes 6 hours of service at St. Rose and 12 hours of service to MUHS during the 1<sup>st</sup> semester will only need to complete 6 hours of service at St. Rose during the 2<sup>nd</sup> semester to meet the service requirement. A Junior who completes 16 hours of service during the 1<sup>st</sup> semester would only need to complete 8 hours of service during the 2<sup>nd</sup> semester to meet the required 24 hours. Because service hours "roll over", a student who receives a U on his report card can have the U changed to an S upon completion of the service hour requirement so long as he completes those hours within the current academic year.

## ***Can I do service during school breaks like Thanksgiving, Christmas and summer?***

Yes. For example, if a student participated in a church sponsored mission trip over the summer, he can apply a maximum of 6 hours to his school service requirement for the upcoming school year so long as he does not have a U for service on his school report card.

### ***How do I submit proof of summer service?***

Summer Service hours can be verified in the same way as service completed during the school year. Open your MobileServe account and click Log Hours. Follow the prompts to include the appropriate verification method (email, signature, photo/geotag). Choose Summer Service as the category.

### ***What if I don't complete enough service hours during an academic year?***

Students who do not complete the minimum number of required service hours will receive a "U" on their report card for "unsatisfactory completion" of the service requirement. Students who do not complete the required number of service hours during the school year will need to complete 36 hours of service over the summer and cannot be eligible for MUHS Sponsored Summer Mission Trips and/or other leadership opportunities. Other consequences could include JUG, prohibition from participation in school activities, or dismissal from MUHS.

### ***What if I have a U on my transcript?***

Students receive a pass/fail grade for service during Sophomore, Junior and Senior years. If a student records no hours during the academic year or records less than the minimum required hours, he will receive a "U" on his report card for Unsatisfactory progress. A "U" on a report card means you did not record service hours by the deadline. A student with a U on his transcript may be denied opportunities to lead retreats, participate in summer immersion programs and/or experience other consequences. So long as a student completes the required amount of service within his academic year (Sept—May) the U can be changed to an "S". If a student has a "U" on his report card at the end of the academic year and has to complete make-up service during the summer the U will remain on his transcript. He will still receive the .5 credit on his final transcript.

### ***What if I'm ill on a day when my class goes to St. Rose?***

Students who miss a day of service at St. Rose can make-up for the time they miss by participating in other service opportunities.

### ***What if I do more than 24 hours of service between Sophomore and Junior Year?***

That's awesome! Not only will you feel the satisfaction of making a difference in the community, you'll also be eligible for special MUHS recognition. You can also "pay forward" up to 6 hours of service to your upcoming school year service requirement.

## **MUHS Sponsored Summer Service Opportunities**

**Rosebud Reservation: 7-day service trip in June, 2025** Open to rising juniors who have completed sophomore year service requirements and rising seniors who have completed junior year service requirements.

### **Somos Amigos: 10-day service trip in May-June 2025**

Open to rising seniors who have completed sophomore and junior year service requirements.

### **Courts for Kids 10-day service trip in May-June 2025**

Open to rising seniors who have completed sophomore and junior year service requirements.

**NOTE:** Students must complete required school year service by the deadlines listed on page 3 of this booklet to be eligible for a Summer Immersion Trip.

# MUHS Community Service Program

## Tools & Tips for Successful, Mission-Driven Service



### **1. Get to Know the MobileServe Service Tracking Program.**

This program puts all of the opportunities, goals, and tracking capabilities at your fingertips. We create a MobileServe account for each student at the beginning of their Freshman year. This tool enables students and their parents to view available service opportunities, sign up for service events, record service hours and create an activity log of all of the service completed during their high school years. Mobileserve is portable! You “own” your info and can take your account with you to college.

**TIP:** Record your hours immediately after completing service so that you don't forget!

### **2. Be Open and present to service activities!**

Whether it's through class visits at St. Rose, participation in a community meal program, or some other opportunity, what YOU put into your service experiences will transfer into so many other aspects of your life. You will meet new and interesting people, develop new skills and make a positive difference in the life of the people you meet. Challenge yourself to try a variety of service experiences over the next few years.

### **3. Start service now!**

Don't wait until the end of the semester or until next semester to do service. Check out the opportunities posted in MobileServe as well as activities listed in the student bulletin or those advertised by your club, homeroom, church or other organization.

## **A Note about MobileServe and Using your Smartphone**

MobileServe offers students the ability to use their smartphone to track their service work. Smartphones should be used to get a supervisor's signature and to geotag your location after completing service. Students need to limit their smartphone use at service sites to these purposes and should never allow phones to become a distraction to completing service. Students: always get permission from a site supervisor before using your phone! If using the photo option, never take a picture of a child. Never take a picture of an adult without his or her permission. Many service sites have confidentiality concerns that prohibit students from taking pictures and/or posting to social media while participating in service.

*For More Information, contact the MUHS Campus Ministry Office:*

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