

2025
2026

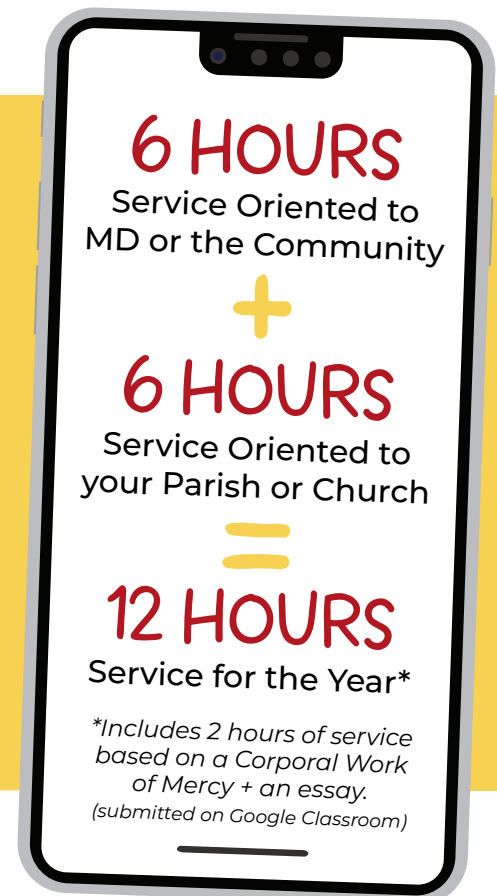


SERVICE PROGRAM

ENTER TO LEARN. GO FORTH TO SERVE.

HOW MANY HOURS?

Students must complete at least 6 hours of service oriented to Mater Dei or the community and at least 6 hours of service oriented to their parish or church for a **total of at least 12 hours of service for the school year**. This includes 2 hours of service based on a Corporal Work of Mercy with an essay. Service should be performed **May 17th, 2025 - April 6th, 2026**.



6 HOURS - MD/COMMUNITY SERVICE

Service to Mater Dei and/or a community or other charitable organization.

6 HOURS - PARISH/CHURCH SERVICE

Service to your parish or church. If you aren't affiliated with a church, we'll help you find opportunities.

2 HOURS - CORPORAL WORK OF MERCY

Within the required total of 12 service hours, 2 hours must be an intentional Corporal Work of Mercy (listed on the back of the flyer). Students must write an essay that explains what the service was, how it was meaningful, and what they learned from it. Essays must be submitted on Google Classroom.

Juniors' & Seniors' Corporal Works of Mercy should be something the student initiates / leads.

COMPLETING THIS SERVICE AND ESSAY IS A REQUIREMENT TO GRADUATE.

Questions? Contact Michaela Kunkler at mkunkler@evdio.org

V.05.21.2025

SERVICE PROGRAM GUIDELINES

1. All service hours should be logged into the MobileServe app or attached paper form.
2. An authorized email & signature for the project(s) submitted should be from the adult supervisor of the project. In most cases, this supervisor **SHOULD NOT** be the student's parent.
3. A photo of your service project (before/after, selfie, etc.) should be uploaded in the app with submissions.
4. Service opportunities will be uploaded to the MobileServe app during the school year. Be sure to check the app regularly for opportunities. Please note that this is not an exhaustive list of opportunities that can be approved for service. Students are encouraged to pursue other service opportunities as well.
5. Something cannot be counted as "service" if payment has been received or other forms of compensation are given (i.e. bonus points).
6. "Community Service" done as disciplinary action (i.e. detention or Saturday school) cannot be counted.
7. "Service" must be completed outside of the school day (unless otherwise approved) and cannot be required for another organization such as Scouts, National Honor Society, Youth Resources, sports, other clubs, etc.
8. If the 12-hour requirements are not met by **April 6th, 2026**, students will need to make up their hours during a work day at a later date. If the service requirement for graduation are not met, a student may not receive his/her diploma.
9. To ensure that students are able to complete their service hour requirements by the April deadline, they are encouraged to complete half of their total hours for the year (at least 6 hours) by **December 19th, 2025**.
10. Service to your family will **NOT** count toward your service hour requirement. Assisting with one's family is an expectation that shows love, devotion, and care for the family and is not considered service.
11. Mater Dei High School reserves the right to make inquiries regarding the validation of the service hours submitted.
12. Service hour submissions may be rejected due to lack of information or failure to meet requirements.
13. Students are encouraged to log service hours that surpass the required 12 hours. Surplus hours will not "roll-over," but rather are a fitting witness to a student's ability to go above and beyond what is required.

MD/COMMUNITY SERVICE

- Volunteer in hospitals, daycare centers, or assisted living and extended care facilities
- Volunteer for non-profit organizations such as Habitat for Humanity, Borrowed Hearts, Relay for Life, Humane Society, pregnancy help centers, etc.
- Volunteer at Boys & Girls Club, area shelters, soup kitchens, etc.
- School summer camps
- Campus clean-ups
- Non-paid volunteer in concession stands, coaching, or stats for athletics
- Volunteer with events at Mater Dei

PARISH/CHURCH SERVICE

- Volunteer in liturgical ministry roles, religious education programs, "calls for assistance" by parish, etc.
- Volunteer at summer social events, Vacation Bible School, fish fries, Fall Festival booths, etc.
- Non-paid babysitting
- Non-paid tutor for elementary school students
- Clean-up days and campus work days
- Decorating the church for holidays
- Help set up/tear down chairs for parish and feeder school events
- Cemetery stones spruce-up

CORPORAL WORKS OF MERCY

Feed the Hungry
Give Drink to the Thirsty

Clothe the Naked
Shelter the Homeless
Visit the Sick

Visit the Imprisoned
Bury the Dead

V.05.21.2025

CORPORAL WORKS OF

MERCY

Within the required total of 12 service hours, each student must have 2 hours of service based on a Corporal Work of Mercy. Below are some ideas of service projects that could fulfill this.

*Juniors' & Seniors' Corporal Works of Mercy should be something the student initiates / leads. **THIS IS REQUIRED TO GRADUATE.***

Questions? Contact Michaela Kunkler at mkunkler@evdio.org

2 HOURS

OF SERVICE BASED ON
A CORPORAL WORK OF
MERCY + AN ESSAY



FEED THE HUNGRY

- Volunteer at a food pantry/soup kitchen
- Make a meal with a group of friends at the Ronald McDonald House
- Organize a food drive at your parish



GIVE DRINK TO THE THIRSTY

- Organize a fundraiser for an organization that provides clean water to those in need
- Invite and accompany someone to Mass who hasn't been in a long time



CLOTHE THE NAKED

- Volunteer at the St. Vincent de Paul thrift store
- Help sort clothes for the Gabriel Project
- Coordinate a clothing drive at your parish



SHELTER THE HOMELESS

- Volunteer at local homeless shelters
- Volunteer with Habitat for Humanity
- Help the hospitality team at your parish



VISIT THE SICK

- Visit with an elderly person (either at their home or in a nursing home)
- Work with your parish to write letters to shut-ins.
- Cook a meal or do landscaping for a family with a family member in the hospital



BURY THE DEAD

- Volunteer for Right to Life of Southwest Indiana's 40 Days for Life campaign
- Volunteer at a local cemetery
- Contact your parish to see if they need cemetery gravestones cleaned



VISIT THE IMPRISONED

- Make Rosaries for those in prison
- Write encouraging letters to those in prison
- Volunteer with a prison ministry

**"Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me."
Matthew 25:40**

CORPORAL WORKS OF MERCY

ESSAY INSTRUCTIONS

As a reminder, every student is required to complete 2 hours of intentional service based on one of the Corporal Works of Mercy: ***Feed the Hungry, Give Drink to the Thirsty, Clothe the Naked, Shelter the Homeless, Visit the Sick, Visit the Imprisoned, Bury the Dead.***

Your service must be submitted and approved in the MobileServe app along with a photo. You may include more than one photo - especially if it is a before & after result. Just a reminder that your parent cannot be the supervisor to sign off in the app.

Your essay must be submitted in your Campus Ministry Google Classroom.

WHAT DOESN'T COUNT...

- Service done for a family member, friend, or neighbor
- Service that does not fall under one of the Corporal Works of Mercy categories (i.e. cleaning up trash, working at an animal shelter, donating clothes, etc.)
- Service completed as a requirement for another organization (NHS, TAC, Youth Resources, Scouts, sports, etc.)

ESSAY FORMAT

Your essay should follow the format outlined below:

HEADING

- **TO:** **Theology Teacher's Name**
- **FROM:** **Your Name**
- **DATE WRITTEN:** **Month/Day/Year of the date you wrote the paper**
- **DATE SUBMITTED ON MOBILESERVE:** **Month/Day/Year of the date you completed the service**
- **SUBJECT:** **List what your service was and which Corporal Work of Mercy it exemplifies**

OPENING PARAGRAPH: 4-6 SENTENCES

- Brief background on the organization you have contacted & the supervising person.
- Why do they need this service?
- Who will benefit from the service? Do they benefit directly or indirectly?

TASK PARAGRAPH: 4-6 SENTENCES

- Include specific details in sentence-form about:
 - The service you provided (in detail) and how it exemplifies a Corporal Work of Mercy.
 - Why you chose this project.
 - Who you served (be as specific as possible).

CLOSING PARAGRAPH: 4-6 SENTENCES

- Explain how you made a genuine difference / why this service you provided matters.
 - Be real, not lofty or generalized.
- Explain whether you would like to do this kind of project again and why. If not, what other kind of service would you like to try and why.

Mater Dei High School Service Hour Completion

Student Name: _____ Date of Service: _____

Hours Worked: _____ Service Organization you helped: _____

Category: ☐ Service to Mater Dei or the Community ☐ Service to Parish or Church

Tell Your Story (describe what you did and for whom): _____

Supervisor Name: _____

Supervisor Email: _____

Signature of Adult Supervisor: _____

Is this a Corporal Work of Mercy Project? ☐ Yes ☐ No

(Corporal Works of Mercy: feed the hungry, give drink to the thirsty, clothe the naked,
visit the imprisoned, shelter the homeless, visit the sick, bury the dead)

Mater Dei High School Service Hour Completion

Student Name: _____ Date of Service: _____

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2025
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MATER DEI SERVICE PROGRAM

MOBILESERVE ACCOUNT ACTIVATION

To activate your account, please visit:
app.mobileserve.com on your Chromebook.
When you are at the login page, please
select ***Social Log In with Google***. Be sure to
log in with your ***mdwildcats Gmail account***
(ex. janesmith28@mdwildcats.com).
This should take you directly to the home
page to log your hours.

IF PROMPTED, ENTER YOUR INFO AS LISTED BELOW

YOUR FIRST NAME

YOUR LAST NAME

YOUR BIRTHDAY

SKIP THIS ONE

YOUR MDWILDCATS EMAIL

CREATE YOUR PASSWORD

*I would suggest making it the same as your
Chromebook or email password so you can
remember. Write your password in your agenda.*

If you are asked to
“Enter Org Code” to find
your organization, enter

MTRDHS

and click ***“Join”*** to join
Mater Dei’s account.

APP ACTIVATION & TOUR



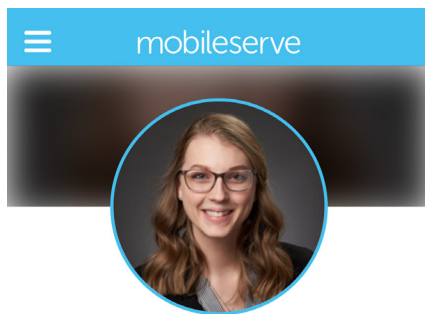
Download
for iOS



Download
for Android

mobileserve

To download the MobileServe app, scan the corresponding QR code. On the login page, select **sign in with Google** and be sure to use your **mdwildcats Gmail account** (ex. janesmith28@mdwildcats.com).



HOME PAGE

Mater Dei High School - Evansville, IN

Approved | Pending | Total

0.00

Since 05/17/2025

Shows which hours are approved or pending as well as total hours.

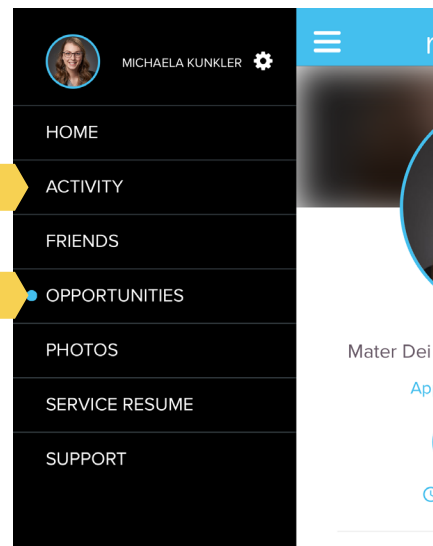
Shows your service hours.

Shows service for this year or all time.

Shows your service logs in detail (including which have been approved or rejected)

Click on the "Invitations" tab at the top of this screen to see upcoming service opportunities.

MENU



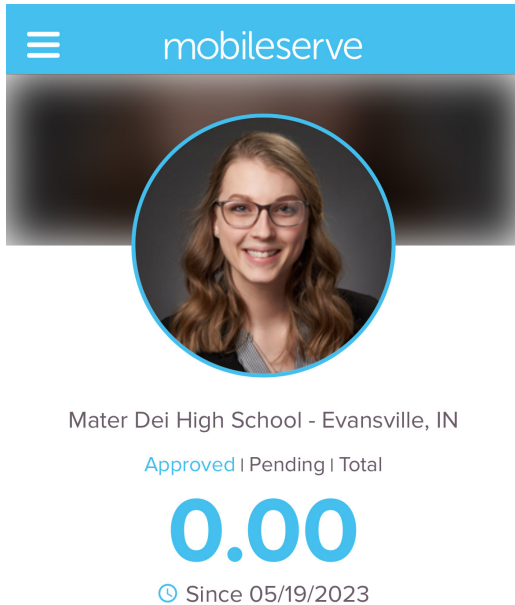
LOGGING HOURS

NO PHONE? NO PROBLEM!

If you do not have a phone, or if you would prefer to log your hours on your Chromebook, you can do so by going to app.mobileserve.com to do so. Bookmark this page on your Chromebook for easy access!

The process is essentially the same as below, it will just visually look different since it is not on a phone. The only difference is that you will not be able to have a signature if you record on your laptop. Because of this, please be sure that you include several quality pictures of your service. You can also ask your supervisor to sign a piece of paper and upload a photo of that while logging your hours.

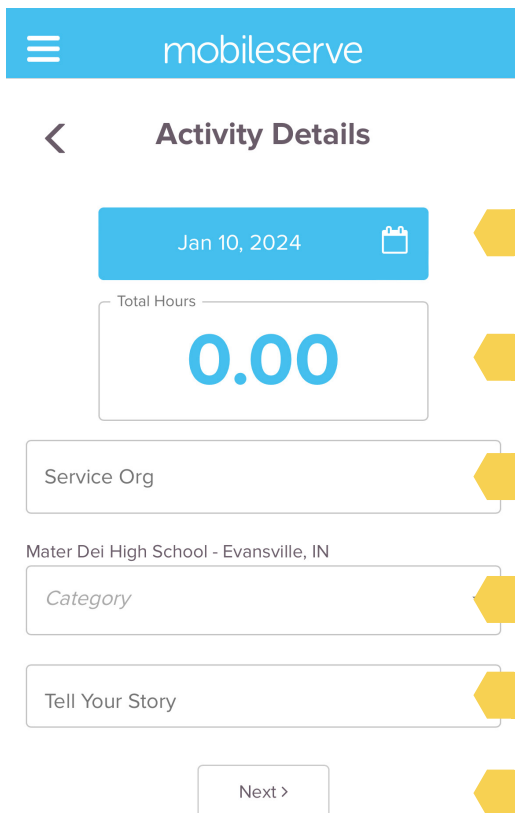
HOME PAGE



The mockup shows the mobileserve app interface. At the top is a blue header with a hamburger menu icon and the text 'mobileserve'. Below the header is a circular profile picture of a woman with glasses. Under the picture, it says 'Mater Dei High School - Evansville, IN'. Below that are links for 'Approved', 'Pending', and 'Total'. A large blue '0.00' is displayed, with a clock icon and 'Since 05/19/2023' below it.

LOG HOURS

CLICK HERE TO LOG HOURS



The mockup shows the 'Activity Details' page in the mobileserve app. It has a blue header with a hamburger menu icon and the text 'mobileserve'. Below the header is a back arrow icon and the title 'Activity Details'. The form contains several fields: a date field with 'Jan 10, 2024' and a calendar icon; a 'Total Hours' field with '0.00'; a 'Service Org' field with 'Mater Dei High School - Evansville, IN'; a 'Category' field; a 'Tell Your Story' text area; and a 'Next >' button at the bottom.

ACTIVITY DETAILS

DATE OF SERVICE ACTIVITY

Will automatically populate the current date. Click on the button to select the date if you are backlogging your hours.

HOURS OF SERVICE

Enter the actual number of hours that you served. **This entry is in decimals, not minutes.** For example, if you worked 1 hour and 30 minutes, enter 1.5 hours, NOT 1.3 hours.

SERVICE ORGANIZATION

Type in the organization where you served. Ignore the drop down options - these will not be accurate.

SERVICE CATEGORY

Select if service counts toward MD/Community, Parish/Church, or Corporal Works of Mercy service hour requirement.

DESCRIBE YOUR SERVICE

Enter 2-3 sentences to describe your service. The more information you include here will help us verify your service.

CLICK NEXT

Continue to the service verification page.

LOGGING HOURS

Verification

Loop In Your Leaders

Enter your supervisor's name and email, and we'll contact them to confirm your hours.

Supervisor Name

Supervisor Email

Supervisor Signature

Add Signature

Photos

Add Photos
(0/3)

Attach My Location

< Previous

Submit Hours

VERIFICATION

SUPERVISOR NAME

Enter the name of the supervisor of your service (This cannot be a parent).

SUPERVISOR EMAIL

Enter your supervisor's email. They will receive an email from MobileServe to verify the number of hours you submitted.

SUPERVISOR SIGNATURE

Have your supervisor sign your submission. If you are unable to get a signature, be sure to include their email and plenty of photos to help us verify your service.

UPLOAD PHOTOS

Take photos of your service! Selfies, before/after, group photos, etc. This not only helps us verify your service, but it also helps us see what great work you are doing for others!

ATTACH YOUR LOCATION

This is optional, but if you do this, it will tag the location of where you are submitting your hours. Another form of verification.

YOUR FIRST NAME

Be sure to click "Submit Hours" to make sure they go through!

CONFIRMATION

Great Work!

1hrs 0mins

logged

Home

CONGRATULATIONS!

Once you submit your hours, we will review and accept or reject them. You will receive an email to update you on whether your hours were accepted or rejected. Service hours may be rejected due to lack of information or failure to meet the requirement.

We reserve the right to make inquiries regarding the validation of the hours submitted.