

NOTRE DAME JUNIOR-SENIOR HIGH SCHOOL
GUIDELINES FOR COMMUNITY SERVICE REQUIREMENT

REQUIRED HOURS by class and year of graduation

GRADE of STUDENT						
School Yr.	7	8	9	10	11	12
2010-2011	5	10	15	20	25	30
2011-2012	5	10	15	20	25	30
2012-2013	5	10	15	20	25	35
2013-2014	5	10	15	20	30	35
2014-2015	5	10	15	20	30	40
2015 on	5	10	15	20	30	40

FORMS to be used for recording service hours

1. Student tally sheet – students will be given tally sheets to enable them to track their hours.
 - a. Headings will include Date(s), Organization, Number of hours, Signature of supervisor (Signature here is recommended, but not required.)
 - b. Tally sheet(s) will be handed in by May 15 of each school year.
2. Verification forms – students will be given these to present to each person supervising their service.
 - a. Supervisors will be asked to state the type of service and to give an evaluation of service, as well as the number of hours of service.
 - b. Verification forms are to be returned in a timely fashion, either by the student or directly to the community service coordinator.
 - c. When service is given on a regular basis over a period of time (for example, helping at the SPCA on a weekly basis), forms may be returned at the end of service, or on a monthly or bi-monthly basis.

RESTRICTIONS:

1. Service to school:
 - a. Outside the school day, or during lunch or assigned study periods – all count
 - b. During assigned class time - generally not counted, except under special circumstances after consultation between teacher or administrator and Community Service Coordinator.
2. Service to church:
 - a. Service rendered during time when student would normally be at Mass or church service (for example, as lector, song leader, altar server, choir member at Sunday Mass or church service) – can count up to ½ the year requirement or 10 hours, whichever is less.
 - b. Service such as lector, choir member, server beyond church law requirements (for example, Holy Week services, weddings, funerals, etc.) - all count as long as student receives no pay or “tip” for the service.
 - c. Other service given (examples include such activities as cleaning or decorating the church, assisting with CCD program or church nursery, fairs, festivals, and so forth) – all count

3. Service within the family
 - a. Ordinarily, service within the family unit is considered part of normal family living – as such, it cannot be counted toward community service hours.
 - b. In exceptional circumstances, after consultation with the community service coordinator and/or the principal, such service may be counted toward the service requirement. In this case, however, students may be required to perform at least some hours of service in another setting as well.
4. Service through other organizations
 - a. Service done as a member of any school-sponsored activity, co- or extra-curricular (for example, ROTC or National Honor Society) is counted toward fulfilling the school service requirement.
 - b. Service through other organizations (such as scouting or church youth groups) is counted toward fulfilling the school service requirement.
5. Settings for service
 - a. Students in grades 7 – 10 must do service each year in more than one setting. For example, a student working at a school-sponsored basketball camp must do at least some hours of service for his/her church or in the general community.
 - b. Students in grades 11 – 12, however, are encouraged to commit themselves to an area of service in which they might have a possible future career interest. For example, a student interested in the medical field might volunteer in a hospital setting; a student interested in computer programming might volunteer to do computer-related work for an organization such as the Cancer Society.

TIME element:

1. For the purpose of assigning hours, the year of service runs from June 1 of the school year preceding the year in question until May 15 of the current year. (For example, a seventh grader may submit service done any time after May 31 of the sixth grade year through May 15 of seventh grade to fulfill the requirement for seventh grade.)
2. Hours of service in excess of the requirement for a given year should be recorded for a student, as this is often helpful in determining awards or helping an adult write a recommendation. These “excess” hours, however, cannot be “counted ahead” for a future requirement. (The primary reason for asking students to do service is to help them realize ways of living out their commitment to follow Jesus – going beyond the requirement in ninth grade, for example, does not excuse one from being a Christian in tenth or eleventh grade.)

SERVICE TO FULFILL OTHER REQUIREMENTS:

Service done to fulfill requirements of other groups or entities MAY be used to fulfill the Notre Dame service requirement. For example, service hours done to fulfill requirements for Confirmation, National Honor Society, NJROTC participation, or a school course may be submitted to the Community Service Coordinator. If the other organization has its own evaluation form, a copy may be used to satisfy the verification form requirement for Notre Dame. Two separate forms need not be filled out.