

**Thank you for supporting the St. Bede Academy Christian Service Program  
and for providing a valuable service to our community.**

**DO NOT TURN THIS FORM IN TO MS. BERNABEL.  
All hours must be entered, verified and approved on-line.**

To verify the service performed by this St. Bede student:

1. Provide the student with your name, phone number, email address and the official name of your organization or charity.
2. Within 2 weeks of the date of service the student is required to enter their service information into the x2Vol on-line program.
3. You will then receive a verification email from **volunteer-verification-noreply@x2Vol.com** . (You may want to add this to your email address book to prevent the email from going to your junk file.)
4. Review the information submitted in the email. Check for the correct dates, service that was performed and number of hours claimed.
5. If the submission is accurate click the button to verify/accept.
6. If the information is inaccurate you can correct it and then **verify/accept or deny**.
7. It is the student's responsibility to submit their own hours. Event sponsors will not be able to turn in hours for the student.
8. It is the student's responsibility to make sure that you receive the email and verify their submission as soon as possible.

To help you remember the who, what, where, etc.. collect the following info for your future reference:

Student Name: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_

Event Name & Date: \_\_\_\_\_

Service Performed: \_\_\_\_\_

Amount of Time Served: \_\_\_\_\_

**Acceptable Service Projects**

1. **Saint Bede Service** - Any work that is done for Saint Bede Academy can be used for hours., **Note:** Any work that is done through the work study program is **not** eligible for service hours.
2. **Community Organizations** /not for profit - Examples: United Way, Horizon House, PADS, IVAR, Red Cross, Stork Support, Habitat for Humanity, hospitals, area community events. If the agency/organization/event is not posted on the CSP website or listed in the daily announcements it must be pre-approved by Ms. Bernabei before doing the work.
3. **Church/Parish Service** - Any work done for a church or parish is eligible for hours. Examples: food pantries, church events, coaching, religious education, clerical work, musician or singer, altar server.
4. **Independent Projects** If you would like to do service that is not specifically mentioned in the previous three categories, you must receive written approval from Ms. Bernabei. Write a description of the project and give to Ms. Bernabei as soon as possible BEFORE the activity. If the work is in the spirit of the CSP it will be approved and you may begin the work, any independent projects turned in that have not received pre-approval will not receive credit, regardless of their appropriateness.
5. **Unacceptable Service Projects** - The following work will **not** receive credit. Work where pay or compensation is received, work for a business in a for-profit capacity (an exception would be a business that is putting on a fundraising event for a charity), work done in the home (chores) or for a family member, slips that have the number of hours falsified, slips turned in more than two weeks after completion (unless prior arrangements have been made with the moderator), forms signed by a parent (if a parent is a supervisor of an activity, another adult should be found that can verify the work. Work for a political campaign will not be accepted for service hours