

# St. Bede Academy Christian Service Program Handbook

“Make love your greatest aim.” 1 Cor.14.1



**Students are required to practice appropriate social distancing and personal hygiene while participating in all service activities.**

**Do not participate in an event if you have concerns about your health or physical safety.**

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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## Program Overview

Service learning is a teaching strategy that integrates community service with instruction and reflection to enrich learning experiences, teach civic responsibility, and strengthen communities. Service learning offers all of its participants a chance to take part in learning while simultaneously addressing the concerns, needs, and hopes of their communities.

### Orientation Seminars

- Introduction to the program, discussion of what, why and how.....

### Selection of Service Projects

- The program coordinator will offer a variety of service opportunities for students.
- Projects must be pre-approved by the coordinator if not on the list. Hours can be denied if not pre-approved/acceptable. The list can be found on the **Bulletin Board** in *X2Vol* and at [www.st-bede-guidance.com](http://www.st-bede-guidance.com) on the *Christian Service Program* tab.

### Submitting Completed Hours

- **All** hours must be submitted into x2vol within 2 weeks of the date of service. Students must see the program coordinator immediately with questions and/or problems.

### Reflection Statement

- **A reflection statement is required for every entry of service hours. A Reflection Statement is NOT simply a description of what you did.** When writing reflection statements use complete sentences and be thoughtful in your answers. Statements that are too brief or that do not reflect careful thought will be returned to rewrite. The following points must be addressed in all reflection statements:
  1. Who did you help?
  2. How did you help?
  3. What did you learn from this experience?

## Acceptable Service Projects

### Saint Bede Service

- Any volunteer work that is done for Saint Bede Academy can be used for hours.
- Examples: The auction and its events, tutoring with the Academic Achievement Department, teacher aide, work at athletic events, office/clerical work, blood drives.
- **Note:** Any work that is done through the work study program is **not** eligible for service hours.

### Community Organizations

- Service with area agencies or organizations who work with the poor, homeless, elderly, children, abused, ill and dying, or those with special needs.
- Examples: United Way, Horizon House, PADS, IVAR, Red Cross, Stork Support, Habitat for Humanity, hospitals, area community events.
- **Note:** The agency/organization/event must be posted on the CSP list or listed in the daily announcements at school to be eligible. If you wish to work with an organization/activity that is not listed, see the program coordinator for approval before doing the work.

## **Independent Projects**

- If you would like to do service that is not specifically mentioned in the previous three categories and is not included on the list put together each year by the program coordinator, you must receive written approval from the service program coordinator.
- Write a description of the project and submit to the program coordinator 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.

## **Unacceptable Service Projects**

**The following work will not receive credit.**

- Work for groups or organizations that are not described in this booklet and not on the pre-approved list.
- 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, or friend.
- Work done for a politician or political party to promote that party.
- Submissions that have the number of hours falsified.
- Submissions turned in more than two weeks after completion (unless prior arrangements have been made with the coordinator).
- Submissions verified by a parent (if a parent is a supervisor of an activity, another adult should be found that can verify the work).

## **Seminars and Reflection**

- The program coordinator will visit religion classes to present the seminar information to students.
- Students will adhere to the rules and guidelines presented in their initial seminar/meeting and in this handbook.
- Reflection is an important element of the service program. Guidelines for reflection will be presented at the initial seminar meeting with all classes.
- Students will be required to complete a reflection statement for every service experience.
- Reflection statements and attendance for seminars is mandatory.

## **Graduation Requirements**

- All graduating students of Saint Bede Academy are required to complete a minimum of 25 hours for each academic year in attendance. (example: a student who starts at SBA as a freshman will need 100 hours, a student who transfers into SBA as a sophomore will need 75 hours.)
- It is recommended (not required) that students earn 25 hours each year to help them stay on track.
- **All service hours must be submitted, verified and approved in the online x2vol program by May 1<sup>st</sup> of the student's graduation year.** (It is recommended that hours be submitted by April 15th to allow time to be verified and approved by May 1st.)
- Senior transcripts and diploma will be held until the student has met all service requirements.
- Participation in the graduation ceremony will not be allowed if service requirements are not met.
- A record of service hours is kept in the student's permanent file.
- The program coordinator must approve all projects for credit earned.

## Recognition Certificates

Students who have earned double the number of service hours suggested for their grade level will be recognized with a certificate presented to them at the student awards assembly at the end of the school year.

**Only service hours entered, verified and approved by April 1<sup>st</sup> will be considered for this recognition.**

- Students who have attended St. Bede for 1 year need to have 50 service hours entered, verified and approved by April 1<sup>st</sup> to receive a certificate.
- Students who have attended St. Bede for 2 years need to have 100 service hours entered, verified and approved by April 1<sup>st</sup> to receive a certificate.
- Students who have attended St. Bede for 3 years need to have 150 service hours entered, verified and approved by April 1<sup>st</sup> to receive a certificate.
- Students who have attended St. Bede for 4 years need to have 200 service hours entered, verified and approved by April 1<sup>st</sup> to receive a certificate.

## Frequently Asked Questions

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

- All service hours must be submitted online using x2vol. **Paper forms will not be accepted.**
- Log into your X2Vol account.
- While on the ***Dashboard*** page (main page) click on the **green** button ***Add Hours.***
- Next to ***Personal Projects*** click the **blue** button ***Create New.*** Begin entering your activity information.
- Enter all required information and click ***Submit.***
- **A supervisor/contact name and email is REQUIRED.** After you click submit the supervisor will immediately receive an email from ***volunteer-verification-noreply@x2vol.com*** to verify your hours. This is the **only** way your hours can be verified. Hours will not be approved until they are verified by the supervisor through the email they receive. **(Your parent cannot verify your service hours.)**
- If your service event lasts over several days you should put the last day of the event in as the official date then enter the additional dates under the comments section.
- Once the hours are verified by the supervisor the program coordinator will review the submission and approve the hours.
- It is the student's responsibility to communicate with their event supervisor to make sure they know to look for the email from ***volunteer-verification-noreply@x2vol.com*** and verification is complete within 2 weeks of the submission. It may be helpful to suggest to the activity supervisor that they add ***volunteer-verification-noreply@x2vol.com*** to their email contact list to prevent the email from going to their junk mail folder.

- **A Reflection Statement is required for every entry in x2vol.** You must use complete sentences and be thoughtful in your answers. Statements that are too brief or that do not reflect careful thought will be returned to you to rewrite or may be denied. **A Reflection Statement is NOT simply a description of what you did.** Please address the following points in your reflection statements.
  - Who did you help?
  - How did the person/people you helped benefit from your service?
  - What did you learn from this experience?

See the article *“How To Write An A+ Reflection Statement and Why It’s Important”* at the end of this booklet.

- Students should enter service hour information no later than a day or 2 after completing the activity. All submissions must be complete within 2 weeks of the date of service. This includes verification from the activity sponsor!
- **Supervisors, coaches, teachers or school staff do not have the ability to submit hours for students. It is the student's responsibility to submit all of their own hours.**
- Click the *help* button on the x2vol website or see the program coordinator ASAP if you have questions or a problem.
- For more info view the video on the x2vol website that walks you through how to use the program and log hours.

### **What do I do if I'm having trouble logging in to my X2Vol account?**

1. If you forgot your password you will need to click on *FORGOT MY PASSWORD* on the x2vol.com log-in page. The program coordinator does not have the ability to retrieve or reset passwords.
2. If you don't remember the email you used to set up your account you will need to call the **X2Vol Help Line at 866.906.6400**. Don't be afraid to call. They are very friendly and helpful!
3. Remember, to set up your account you must use an email address that you can use to send and receive emails.
4. **DO NOT USE** your @st-bede.com email that you were issued to log into your SBA Google account! This is not an active email.

### **What if my activity supervisor accidentally deleted or lost the email needed to verify my hours? Can I have a new verification email sent to my supervisor?**

You can only resend the verification email once by clicking the submit button again. If you need to send a 3rd verification email you must delete the original entry and re-enter the information. These emails come from x2vol, your program coordinator does not have the ability to send or resend verification emails.

### **When I look at my Activity Log one of my entries was approved for zero hours? Now what do I do?**

While looking at your **Activity Log** click on *EDIT ENTRY* to the right of the activity information, scroll down to the comments section and read the explanation.

## I will be a freshman in the Fall. When can I begin earning my service hours?

Incoming freshman can begin earning service hours as early as June 1st the summer before school starts.

**(Students can complete this form and give it to the event supervisor so they will know how to verify service hours.)**

**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, please provide them with your name, phone number, email address and the official name of your organization or charity. Within 2 weeks of the date of service the student is required to enter their service information into the x2Vol on-line program. You will then receive a verification email from [volunteer-verification-noreply@x2Vol.com](mailto: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.) You simply need to review the information submitted by the student. Check for the correct dates, service that was performed and number of hours claimed. If the submission is accurate click the button to verify/accept. That is all you have to do. If the information is inaccurate you can correct it and then verify/accept. or deny the submission. It is the student's responsibility to submit their own hours. Event sponsors will not be able to turn in hours for the student. 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.)

# X2Vol

## How to Write an A+ Reflection Statement and Why it's Important

Posted by [x2VOL](#) on Jan 25, 2018 1:02:32 PM

Community service is an important part of your high school career. Through service you have the opportunity to build character, make an impact in your community and develop a resume of volunteer experience you can utilize in your college applications.

After volunteering and completing service, you can reflect on the experience: what you learned, how it impacted you and more. This is an important part of the process because volunteering is more than just completing the hours and moving on. It also allows you to realize how your service is benefiting others.

### The Official Service Transcript

The reflection process gives you the opportunity to share your opinions, your thoughts and experiences... things that cannot be measured in the classroom and **things that universities look for in students** when deciding who gets those acceptance letters. This is why the reflections that you write in x2VOL are included on the Official Service Transcript™ – an official document that can be sent to college admissions officers to showcase service experience.

The majority of college admissions officers state that service reflections are an important factor in deciding who gets admitted to the university. So you don't want to miss out on a chance to impress universities! The Official Service Transcript™ gives universities the opportunity to get a deeper sense of who you are by hearing, in your voice, what serving means for you.

### A Quality Reflection

So, how can you make the most of this reflection? In reflections, **quality is key**. Writing a reflection that is well thought out with **correct grammar and spelling** is vital to impressing school admin and the college admissions officers that will be reading these.

### Examples:

**Bad reflection statement:** At the animal shelter I learned that caring for animals is important and that it takes a lot of hardwork.

**Good reflection statement :** While volunteering at the animal shelter, I was able to develop a deeper appreciation for the individuals that work with these animals every day. While being able to play with puppies and cuddle with kittens is fun, there is a lot of physical and mental work that goes into caring for animals.

**Notice,** *the bad example was surface level and had spelling and grammar errors. The good reflection dove deeper into what the student gained from the experience and had no grammar errors.*

**Bad reflection statement:** i volunteered at the soup kitchen and I learned it's important to help people because other people are less fortunate.

**Good reflection statement:** Volunteering at my local soup kitchen gave me the opportunity to walk in someone else's shoes for the day. Getting to know the people there made me realize how fortunate I am and that I have an opportunity to serve others.

**Notice,** *The bad reflection had grammar issues and didn't really give insight into what the student learned. The good reflection showcased what the students got out of the experience.*

**Serve. Reflect. Repeat. Then, use x2VOL to showcase your service experience and leverage those A+ reflections to help you get into your dream university.**

