

St. Bede Academy

Christian Service Program Handbook

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



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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 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 **Bulleting Board** in *X2Vol* and at 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. 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 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 website or listed in the daily announcements at school to be eligible. If you wish to work with an organization 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.
- 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 each academic year in attendance.
- A record of service hours is kept in the student's permanent file.
- The program coordinator must approve all projects for credit earned.
- All service hours and reflection statements must be completed by May 1st of the student's graduation year. 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.

Frequently Asked Questions

How do I submit my service hours?

1. Log into your X2Vol account.
2. While on the **Dashboard** page (main page) click on the **green** button **Add Hours**.
3. Next to **Personal Projects** click the **blue** button **Create New**. Begin entering your activity information.
4. Enter all required information and click **Submit**.
5. **A supervisor/contact name and email is REQUIRED**. After you click submit the supervisor will receive an email from **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.)**
6. 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.
7. Once the hours are verified by the supervisor the program coordinator will review the submission and approve the hours.
8. It is the student's responsibility to communicate with their event supervisor to make sure they know to look for the email from **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 **noreply@x2vol.com** to their email contact list to prevent the email from going to their junk mail folder.
9. **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. Please address the following points in your reflection statements.
 - Who did you help?
 - How did you help?
 - What did you learn from this experience?
10. 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!
11. **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.**
12. Click the **help** button on the x2vol website or see the program coordinator ASAP if you have questions or a problem.
13. 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!

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

Unfortunately, hitting the re-submit button will not send another confirmation email to your contact. To prevent multiple approvals for a single service project, x2vol will only send one confirmation email to the contact person for each entry. Every time you make an adjustment to your entry, another confirmation email is not sent.

If your contact person needs another verification email sent **you will have to delete your entire entry and then reenter it**. 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 use this form to collect the information needed to complete the x2vol on-line entry.)

Do not turn this form in to Ms. Bernabei.

All service must be submitted by students on-line at www.x2vol.com. Paper forms will NOT be accepted.

- After a student enters their hours their event supervisor will receive an email from noreply@x2vol.com. The supervisor simply needs to click the button to approve/submit the information. Once this is done it will be reviewed. Hours will be awarded upon approval.
- **It is the student's responsibility** to communicate with their event supervisor to make sure they know to look for the email and approval is complete within 2 weeks of the date of the event..
- If the submission is not complete or the reflection statement is not acceptable the submission may be returned to be corrected.

Student's Name: _____ Date of Service: (Month / Day / Year) _____

Organization Name _____ Total Number of Hours Served _____

What was the purpose of this event? _____

A **Reflection Statement** is required for every entry in x2vol. Please address the following points in your reflection statement. You must use complete sentences. Be thoughtful in your answers. Statements that are too brief or that do not reflect careful thought will be returned to you to rewrite.

- Who did you help?
- How did you help?
- What did you learn from this experience?

Project Supervisor Name _____ Phone Number _____

***Required* Supervisor/Contact Email Address** _____



(Students can give this 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.**

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 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 information:

Student Name: _____ Event Name & Date: _____

Student Phone: _____ Student Email: _____

Service Performed: _____ Number of Hours Worked: _____

Please contact Theresa Bernabei with any questions about this process. tbernabei@st-bede.com 815-223-3140 ext. 211