



Saint Basil Academy
711 Fox Chase Road
Jenkintown, PA 19046-4119

2018/19 Service Program Handbook

“...for I was hungry and you gave me food, I was thirsty and you gave me something to drink,
I was a stranger and you welcomed me, I was naked and you gave me clothing,
I was sick and you took care of me, I was in prison and you visited me.”
-Matthew 25:35-37

Objective

Since Christian service is such an intrinsic part of witnessing and living out the Gospel values of Jesus, Saint Basil Academy has made Christian service a requirement at each grade level and is **mandatory for graduation** from Saint Basil Academy. Rooted in the school mission and philosophy, opportunities for service and experiences are offered where students learn to be sensitive and caring to others. Following Jesus’s example of living and working among the people, our goal is to have our students bring a healing presence to our world in need.

Requirements

Christian Service is designated as a separate listing on the report card and is a Pass/Fail grade for each grade level per quarter. Any student who does not earn a Pass grade must complete a supervised service program during the second week of June at Saint Basil Academy. No report card or transcript will be received until the requirement is fulfilled.

- **Freshmen and Sophomores must complete 15 hours of service.**
- **Juniors and Seniors must complete 20 hours of service.**
- In school service may not exceed **4 hours** each school year.
- Service that has not been **pre-approved** by the Religious Studies Department may not be accepted for passing.
- Each student is responsible for maintaining a service blog, which will be discussed in depth in class. Those that complete summer service do not have to start their blog until the school year begins.

Service Blogs

In the interest of reducing our carbon footprint and allowing the students to take charge of their own service experience, each student will maintain a blog that they will create using edublogs.org. Students will work with their English teachers in preparing their blog posts. These blogs will be discussed in detail during Religion class. The blog will include the following posts:

- Approval Post: Where you plan on completing your service for the school year and why. (Due Monday, Oct. 15, 2018)
- Mid-Year Post: With half of your service completed, how is it going? What are some of the challenges you’ve faced and what have you learned so far? For those who complete their service over the summer, this post is not required. (Due Tuesday, Jan. 8, 2019)
- Reflection Post: Describe in detail the type of service or duties performed. What did you like best about this service? What did you find to be the most difficult or challenging part of your experience? Looking back, how did you feel about your particular volunteer duty? What difference did you feel you made to the people you served? You will make a separate post for EACH SERVICE LOCATION as you finish your service there. (Due Fri. May 3, 2019)

Summer Service

It is important that all students receive approval before beginning any service. Current SBA students may begin their service as early as Monday, June 11, 2018 with the pre-approval of their Religion teacher. Students, including incoming freshmen, can receive approval over the summer for their service by contacting Miss Jenna Violi at jennavioli@stbasilacademy.org or by calling the school office over the summer and leaving a message for Miss Violi, ext. 278. Once approval is received, the necessary service forms can be downloaded from the website. Students should attempt to complete as much service as possible over the summer.

Completion Dates for Hours and Forms

- **Approval requests** for service done during the **academic school year** must be received by:
 - Friday, Sept. 14, 2018 for seniors
 - Friday, Sept. 28, 2018 for juniors and sophomores
 - Friday, Oct. 12, 2018 for freshmen
- **Completion forms** for service hours are due:
 - Monday, Sept. 10, 2018: all student summer service forms
 - Monday, Oct. 29, 2018: half of senior service
 - Monday, Jan. 7, 2019: half of freshman, sophomore, & junior service
 - Wednesday, Feb. 13, 2019: full senior service
 - Monday, April 29, 2019: full freshman, sophomore, & junior service

Penalties

- Failure to submit summer service on time may render that service unacceptable and/or will warrant the student a detention.
- For all students, all hours and forms must be complete and submitted before taking their final Theology exam. Students failing to comply will NOT be permitted to take the final Theology exam until all requirements are met.
- Seniors failing to submit their full service and all forms by the end of January will serve detention until all requirements are fulfilled.
- Diploma and final transcript will NOT be given to a senior until her service is complete.

Types of Service

- Examples of **acceptable** volunteer agency activities:
 - nursing homes
 - hospital/hospices
 - supervised tutoring
 - neighborhood civic associations
 - parish work
- Examples of **unacceptable** volunteer agency activities:
 - working for one's own family or family business
 - veterinary work
 - walk-a-thons
 - working for profit-based organizations (retail stores, businesses)

- SBA Cares is a vital part of the service program. SBA Cares are of course acceptable for service hours as determined by the Theology Department.
- The following activities are approved for In-School service, and may not exceed 4 hours total. The activities are approved for In-school service:
 - Admissions office (clerical work, Open House, recruiting)
 - In-School fundraisers/social events (Cocktails for a Cause, Craft show)
 - Development office
 - Honors Convocation
 - SBA Summer Enrichment Program or Sports Camps (10 hours)

Obtaining Service Forms

Service forms may be downloaded from the SBA website under Student Life -> Christian Service. These forms are necessary for documenting the student service. These forms are distributed to the student once in September and again in May to students who request them. Any additional forms needed can be downloaded from the website. The forms must be completed accordingly:

- Approval Form: Submitted BEFORE service begins. Completed by adult supervisor and signed by Religion teacher.
- Time Sheet: Completed DURING service for multiple visits to the same location. For example, if you volunteer at the same place every week, a line of the time sheet must be signed every time. This sheet does not need to be completed for one-time service (like Open House).
- Time Evaluation Form: Completed AFTER service entirely by adult supervisor.

SAINT BASIL ACADEMY
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To Whom It May Concern:

I have read the Saint Basil Academy Service Program Handbook and understand the information contained therein. I agree to abide by those directives and to adhere to the guidelines and submission dates of the program. I understand that Saint Basil Academy has made Christian Service a requirement at each grade level and is mandatory for graduation from Saint Basil Academy.

Parent Signature

Date

Student Signature

Date

This form is to be signed and submitted to the student's Theology teacher during the first full week of classes in September.