



# Ursuline Academy Community Service Guide 2018-2019

## **Serviam (*I will serve*) is a Lived Reality at Ursuline!**

*“Do something, get moving, risk new things, stick with it, get on your knees,  
then be ready for big surprises!”*

~Saint Angela Merici

Students at Ursuline Academy embrace St. Angela’s call to action each year in our service program by sharing their gifts of time and talent to serve those who are in need. Students may choose school-sponsored service activities or seek out their own volunteer opportunities, provided they meet the Ursuline community service requirements. Choices of appropriate service may vary from faith-based activities to service for a specific non-profit agency or underserved population. The Ursuline Sisters of the Roman Union have called all Ursuline students and staff to go beyond our borders when reaching out to others. An Ursuline student’s community service should stretch her beyond her comfort zone, so that she is able to serve people who are truly in need and provide support for social justice issues. A student learns to identify what can improve an underserved person’s life; she gains a better understanding of what it means to be elderly, disabled, abused, poor, seriously-ill, marginalized, and develops skills to use in order to meet the needs of these groups. Every project should consist of an Ursuline student having direct contact with a person or organization that seeks to serve others. Prepared through their religion class work with a yearly grade level focus on specific social justice issues, the Ursuline Community Service program enables students to put their abilities and interests to work for God, others, and themselves. In a typical year, Ursuline students collectively exceed 25,000 volunteer hours in countless ways.

Younger students are especially encouraged to join in any of the numerous Campus Ministry service programs which occur each month after school or on the weekends. Transportation is provided for these service programs and Campus Ministers, Theology teachers, and other faculty and staff serve as mentors to the students as they serve. These programs include after school service at My Brother’s Keeper, Casserly House, Yawkey Konbit Kreyol Center, Ellis Nursing Home, White Oak Cottages as well as Saturday service at Community Harvest Farm.

Upperclassmen have the option of participating in any of our extended service weeks which include serving at the Romero Center in Camden, NJ during February break and at Bethlehem Farm in Alderson, WV in June.

Insuring a positive and beneficial experience in the completion of community service hours remains a high priority for the Campus Ministry Office. The following guidelines support such an experience.

## **Community Service Program Requirements:**

30 hours for Grades 7-9    40 hours for Grades 10-11    Senior Service Project

1. Students must minister to people in need (i.e., the poor, hungry, or homeless; the sick or injured; people with cognitive or physical challenges; the elderly or infirm). Rare exceptions may be made for religious ministry that does not fall within the confines of ordinary worship, depending on the nature of the activity and role of the student. (For example, singing in the church choir is within the confines of ordinary worship and does not qualify for service credit.) Please request religious ministry exceptions from the Campus Ministry Office prior to activity. Not all volunteer work, though worthwhile, is appropriate for Ursuline Community service program credit.
2. Students must work through a non-profit organization.

3. Students are encouraged to participate in the service programs run through the Campus Ministry Office.
4. Parents or other family members may NOT sign off for service hours, even if service is completed alongside family. Please find an alternate person to sign off on your hours.
5. All service hours are logged on **x2vol.com**. Registration for new students on this program will be done in religion classes in the fall.
6. All Service Projects must be preapproved by Ms. McNally in the Campus Ministry Office prior to participating in the event. Failure to do so may delay the verification and reporting process.
7. Service must benefit those outside the Ursuline community and students may not earn hours for service to their families, unless an exceptional situation exists and is proposed to and discussed with Ms. McNally.
8. Any senior who does not satisfy the above requirements by the end of the regular senior year will not be allowed to participate in commencement exercises, nor will she receive her diploma until such requirements are satisfied.
9. Service hours may not consist only of indirect service, as defined below.

## What DOES NOT Count Toward the Community Service Program Requirement?

While volunteering for civic, artistic, or profit-making organizations is worthy and commendable, the scope and sphere of the Ursuline Community Service Program focuses on service to the neighbor in need. The following types of service do not count towards the requirement:

- Service done for a profit-making organization or privately owned business, which does not have community service as its mission.
- Babysitting (the exception being work with children with autism or other exceptional needs).
- Anything for which a student earns money or gains professional resume building experience (i.e.) an internship.
- Work done for most family members. Please bring any exceptional proposals regarding the care of elderly or family members with unique needs to Ms. McNally in the Campus Ministry Office.
- For-profit camps (instead, look for non-profit camps or camps run by schools or parishes).
- **NB: If there is a question as to whether a project may be documented for credit, it is the student's responsibility to contact the Campus Minister who will make the determination prior to the service event.**

## Direct vs. Indirect Service:

**Direct service** is “hands-on” help — often through agencies — which supports individuals seeking to develop vital skills and independence, ultimately leading them to be productive members of their community. Improving the lives of individuals then contributes to social change. Examples of direct service are:

- School or Church Mission Trips or Outreach Programs
- Hospitals and Elderly/Assisted Care Residences
- Residential Non-Profit Summer Camps; Special Olympics
- Many Catholic Charities Programs

**Indirect service**, such as fundraising, supply and blood drives helps agencies achieve vital goals but does not involve “hands-on” help of people in need.

# Community Service Program Expectations Chart:

It is required that all students will devote time each year for service according to the following chart. This chart does not reflect the expectation of service, but merely the minimum requirement.

Grade & Focus	Total Service Hours	Must include: (focus)	Final Due Date
7 <sup>th</sup> Grade (Human Dignity)	A minimum of <b>30</b> total hours devoted to service work that meets program parameters	One example of service devoted to the focus of service to the elderly, infirmed or those living with autism. Examples: nursing home, Arc program, Best Buddies, adult day programs.	All hours due to x2VOL online by Thursday, May 31 <sup>st</sup> .
8 <sup>th</sup> Grade (Care for God's Creation)	A minimum of <b>30</b> total hours devoted to service work that meets program parameters	One example of service devoted to the focus of service to God's creation. Example: Community Harvest Farm, recycling projects, animal shelter, trail maintenance.	All hours due to x2VOL online by Thursday, May 31 <sup>st</sup> .
9 <sup>th</sup> Grade (Human Equality)	A minimum of <b>30</b> total hours devoted to service work that meets program parameters	One example of service devoted to the focus of children or education. Example: Yawkey Center, Casserly House, volunteering in a teacher's classroom, tutoring, summer camps, daycare.	All hours due to x2VOL online by Thursday, May 31 <sup>st</sup> .
10 <sup>th</sup> Grade (Preferential Option for the Poor & Solidarity)	A minimum of <b>40</b> total hours devoted to service work that meets program parameters	One example of service devoted to the focus individuals with economic challenges such as hunger or homelessness. Example: My Brother's Keeper, food pantry, soup kitchen, homeless shelter.	All hours due to x2VOL online by Thursday, May 31 <sup>st</sup> .
11 <sup>th</sup> Grade (Human Life & the Common Good)	A minimum of <b>40</b> total hours devoted to service work that meets program parameters	One example of service devoted to the focus of the dignity of the human person. Example: soup kitchen or homeless shelter such as Fr. Bill's and Mainspring Shelter; nursing home; ...any place where you are uplifting spirits and serving to uphold the dignity of a person who is marginalized by society.	All hours due to x2VOL online by Thursday, May 31 <sup>st</sup> .
12 <sup>th</sup> Grade	Senior Service Project	(see below requirements)	All hours due to x2vol online by Class Day May 31 <sup>st</sup> , 2019.

# Senior Serviam Project Requirements:

## Seniors - 100 Hours

The community service component of Ursuline Academy reaches its pinnacle during Senior year when students devote 100 hours of service to various community service sites throughout the Boston area. **Senior Service is changing to a year-long project this year**, rather than limiting students to serving only in the spring, as has been done in the past. We hope this will further encourage the building of relationships between students and those they are serving. We found that the end of senior year, AP exams, and other senior activities was adding stress to the Senior Service project where such a project should be enriching. Senior service should challenge students to reach outside of their comfort zones to bring God's love to those in need; allowing students to spread their hours throughout the year will help in this mission. Below is information given to the rising Senior Class in May of 2018 in preparation for the upcoming year:

### **What is the Senior Serviam Project?**

The community service component of Ursuline Academy reaches its pinnacle during Senior year when students devote 100 hours of service to various community service sites throughout the Boston area. Over the summer, rising seniors should reflect on where they feel called by God to serve others during their final year at Ursuline. They should spend time researching local organizations and reach out to them in order to find a service organization that will host them in volunteering 100 hours throughout the course of their senior year. Suggested sites include nursing homes, homeless shelters, food pantries, schools, hospitals, after school programs, and other service sites especially if they are geared towards serving a marginalized or poor community.

\*This new format of the Senior Service project means that there will no longer be a separate 40 hours of service required throughout the year. Rather, students will commit to one organization for 100 hours throughout their Senior year.

### **When is everything due?**

Students may begin their senior service at any point during their senior year, however a service organization must be chosen and the Contract & Proposal Form turned in by **October 1<sup>st</sup>, 2018** at the latest. Students are encouraged to turn it in before this date, as soon as it is completed. Senior students celebrate a commissioning service during the **Feast of St. Ursula Mass on Tuesday, October 23<sup>rd</sup>, 2018**. Family or friends are welcome to attend.

Senior Service is a graduation requirement.

All concerns and questions in the process of planning your senior service should be directed to **Ms. McNally in the Campus Ministry Office, [kmcnally@ursulineacademy.net](mailto:kmcnally@ursulineacademy.net), 781-493-7791**.

\*As has been done in the past, the extended service weeks to Camden, New Jersey and Alderson, West Virginia can count as 40 hours towards the senior service project; Peer Ministry retreats will count towards 8 hours per retreat. Students who have participated in both may choose to count **either** Peer Min retreats **or** Camden/West Virginia towards their Senior Service project.

### **How will you track my progress?**

Students will be assigned a service mentor (one of the Campus Ministers or other participating faculty/staff) who will track their progress and meet with

each student twice during the year once they have started their service. This will be informal conversations about how the service is going and a chance to reflect on their experience. One of these conversations will be one-on-one with a mentor; the second will be in a group setting, guided by the mentor. These meetings will hopefully be fruitful opportunities for the students to reflect on their service experience.

**Will I get to share my experience?** During Class Day on **Friday, May 31<sup>st</sup>, 2019**, senior students will be expected to share with younger students their service experiences through the Senior Service Fair. Rather than choosing a few senior students to give speeches to the student body, we will open the gym to students throughout the day so they can walk through and ask seniors questions about their service experience. Seniors will need to have some kind of visual prepared—a posterboard or laptop presentation—for view. In the event a senior student is absent this day, they will be required to write a paper instead in order to fulfill their graduation requirement.

## **Where do I start?**

**Step 1:** Students must identify a purposeful and meaningful service project by identifying **a genuine need** in a community. This will require prayer & discernment on the part of the student. Students should explore how they can apply their gifts and talents to stretch themselves in loving service to others. Service sites must be approved by Campus Ministry.

**Step 2:** Locate an organization that works to address the needs of a community. Contact an adult at the organization who will be your supervisor during your service project. Many organizations will have a Volunteer Coordinator listed on their website. When you set a schedule with your supervisor, please consider commitments such as academics, athletics, school musicals, family events, etc. so that these do not become conflicts at the last minute.

**\*Students are expected work on Step 1 and Step 2 over the summer and into September if needed.** During the month of September, students can check in with Campus Ministry in-person if they have any questions or concerns, and Ms. McNally is available by email at [kmcnally@ursulineacademy.net](mailto:kmcnally@ursulineacademy.net) over the summer if questions or concerns should arise.

**Step 3:** Complete and submit the Contract & Proposal Form to the Campus Ministry Office or to your Theology teacher no later than **October 1<sup>st</sup>, 2018**. Please keep a copy for yourself. Mentors will be assigned before this date so mentors can sign off on this section of the Proposal Form.

**Step 4:** Reflect on your service during your meetings with your assigned mentor (one of the Campus Ministers). Students and their mentor will agree upon a schedule to meet and discuss the experience. Log your hours onto **x2vol** and be present to share your experiences with younger students at the Senior Service Fair on Class Day.

## Pre-Approved Senior Serviam Project Placements

- Beth Israel Deaconess Hospital (Milton)
  - Janet Evans: 617-313-1558
- Enable Intervention, Norwood
  - Shilpa Madhukar Tuplondhe (781) 255-1817
- Clarke School for Hearing and Speech (Canton)
  - 781-821-3499
- My Brother's Keeper (Easton)
  - Beth Sheehan: 508-238-7512
- Medfield Animal Shelter (Medfield)
  - Jacqueline Walters: 508-359-8989
- Veteran's Hospital (West Roxbury)
  - Michaelle St. Germain: 857-203-5135
- Hebrew Living Center at Newbridge on the Charles (Dedham)
  - Julie Wade: 781-234-9674
- Norwood Hospital (Norwood)
  - Amy Melican: 781-278-6321
- The Ellis Nursing and Rehabilitation Center (Norwood)
  - Sharon Hines: 781-949-2305
- A Place to Turn (Natick)
  - Joanne Barry: 508-655-8868
- Dedham Food Pantry (Dedham)
  - June Tiernan 781-320-9442
- Magical Moon Foundation
  - Patty Mulkern: 781-837-1618
- Italian Home for Children (Jamaica Plain)
  - Jane Zopath Lewis: 617-522-2221 x303
- Massachusetts Hospital School (Canton)
  - Patricia Devine: 781-830-8753
  - Paula Jacobs: 781-830-8302
- MSPCA (Boston, Methuen)
  - [bostonvolunteer@mspca.org](mailto:bostonvolunteer@mspca.org) Site has volunteer information; volunteer placement takes up to one month
- American Red Cross
  - volunteer information available at <http://www.redcross.org/support/volunteer>.
- Catholic Charities (Boston, North of Boston, South of Boston)
  - information available at <http://www.ccab.org/>.
- White Oaks Cottages (Westwood)
  - Shannon Connell (781) 320-1999
- Casserly House (Roslindale)
  - Volunteer Coordinator (617) 469-6457