

# Cardinal Ritter College Preparatory High School CHRISTIAN SERVICE PROGRAM

Revised Aug. 2016; edited June 2017; effective immediately

The mission of Cardinal Ritter College Prep High School is to provide an exceptional Catholic educational experience to youth that instills attitudes of success and self-worth through ***Faith Development, Academic Excellence and Leadership.***



Archbishop Robert Carlson states, “Christian Service should be looked upon as becoming involved in a mission that allows people to be agents of evangelization, peace, and justice in small and quiet ways”. In doing so, students in Catholic schools, can become more mindful and thankful for the many gifts God has bestowed upon them. Their involvement through Christian Service should move people to share their faith and prayers with others.

**CRCP’s Christian Service Program** is based on the philosophy of the Corporal and Spiritual Works of Mercy. It is important that students should look to engage themselves in activities that impact the "poor". Poor in this sense is not limited to financially poor, but people with needs. (i. e. children, the elderly, those with mental and physical challenges etc....) It is the ***“What Would Jesus Do”*** aspect of our Christian calling!

The goal of the Christian Service Program is to enable the students to develop the values reflected in the philosophy and mission of the Archdiocese of St. Louis and Cardinal Ritter College Prep High School. Students who attend a Catholic high school are expected to be Christ-like by replicating the acts of Jesus. As a community and people of faith we are called to a life of service, especially to those in need. With this in mind and for their development, students should put this belief into action.

Participation in Christian Service is not merely a graduation requirement. More importantly it is about the student. When intrinsically engaged, it is critical to the overall development of each student. Christian Service activities are opportunities for people and especially our students to be ***“Alive in Christ!”*** and **one with all** persons. These activities should be looked upon as **becoming involved in a mission that allows people to be agents of evangelization, peace, and justice in small and quiet ways.** In doing so, students in Catholic schools, can become more mindful and thankful for the many gifts God has bestowed upon them and move them to share their faith, prayers and actions with others who may not have access to the things that are often taken for granted in our daily lives.

Aspiring, Inspiring...Empowered for Life!  
Enlightened in Faith - Nurtured with Compassion - Enriched by Excellence - Called to Leadership



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### PLEASE READ CAREFULLY

Each semester, the students are required to provide a specified number of hours of Christian service. Students are to research their neighborhood agencies or others in the broader community (some listed in this document) that meet the requirements for the types of agencies accepted where services are needed to aid the poor. (This document is also posted on Cardinal Ritter College Prep's website.) , Students and their families will also find more information, the verification form, and a list of "*Frequently Asked Questions*" sent with this document. The verification form is used to record and describe the type of Christian service rendered. In order for the hours to be credited, the verification form must be submitted to the school's Christian Service Coordinator by the agency where the student served. Methods of submission of documents are listed at the top of the verification form. A transfer student's records of Christian service from a previous school will be applied at the grade level completed. Incoming freshmen may begin to complete creditable Christian service hours after they have completed registration for the upcoming school year.

### PROCESS:

1. Student and parents survey the options available. See Approved agencies and types of agencies.
2. Contact the agency's volunteer coordinator
3. Schedule times to render service
4. The student should download a copy of the **verification form**. Copies of the form should be maintained for future use.
5. The student completes the initial information and gives the **verification form** to the coordinator of volunteer services to complete and fax, or email, to CRCP's Service Coordinator.
6. In order to properly document their Christian Service hours, students must request the activity /volunteer supervisor to forward their verification forms to the school's Coordinator of Christian Services by the dates listed in this packet. Forms must be delivered by fax (314-446-5570), or email to the attention of Joanne Bone. ([jbone@cardinalritterprep.org](mailto:jbone@cardinalritterprep.org)).
7. A letter (on company letterhead) giving an assessment of the service provided and a description of the type of service rendered may accompany the verification form.
8. Hand delivered documents are not accepted.
9. Any teacher can assign students projects and papers based on the student's Christian service.
10. Parent and relatives may not serve as supervisors for their student nor may they send or deliver the information to CRCP.



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### CHRISTIAN SERVICE PROGRAM ACTIVITY GUIDELINES:

The following describes the type of allowable Christian service activities. The agency, organization, and/or group provided service:

- Must be licensed and authorized through a governing board or agency
- Must be a publicly recognized entity
- Must be a not-for-profit/non-for-profit entity and/or sponsor specific not-for-profit projects
- Must have someone designated as a volunteer coordinator or contact person
- Cannot be rendered to/for/with any **civic, political, or governmental** entity

Unless pre-approved by the school's president or principal, students must render Christian service:

- **After school or on weekends**
- **To a non-school related/sponsored entity or activity**

### APPROVED CHURCH RELATED ACTIVITIES:

Structured, supervised service activities through a church or parish conducted, but not associated with regular worship events may be given consideration in fulfilling the Christian service requirements. These opportunities include, but are not limited to:

- Working at food banks/pantries
- Preparing, serving, or delivering meals
- Organizing or delivering holiday/food baskets
- Students may not substitute a "similar" agency without pre-approval

If an entity would like to be added to the school's list of approved agencies, they must submit a letter requesting placement. The letter must describe the entity, state their purpose, and indicate who they serve, tax status (for-profit or not-for-profit), goals, and/or objectives. The school's **president, principal, or designee** will review the information provided to determine the entity's placement on the school's approved list. Individual students or a committee of representatives can make a formal appeal to the **president, principal and/or service learning team** for approval of extraordinary projects, programs, and/or circumstances.

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In an attempt to assist students and parents with monitoring successful accumulation of the minimum required number of service hours the chart below outlines the school's expectation. To assure the fulfillment of this important developmental experience in a timely manner, students are **required to adhere to the outline listed below. Activities must be submitted during the semester in which they are completed and only by the agency volunteer coordinator. Activities not reported when they are completed and are past the semester dates of submission will be considered expired and not eligible to be applied to the student's requirement.**

<b>CARDINAL RITTER COLLEGE PREP CHRISTIAN SERVICE PROGRAM SEMESTER REQUIREMENTS</b>		
Number of service hours required per semester and respective due dates.		
	Semester 1	Semester 2
Freshmen	10 hours due between Registration at CRCP and Dec. 1 of current school year	10 hours due between Dec. 2. And May 31 of current school year.
Sophomores	12 hours due between June 1 and Dec. 1 of current school year	12 hours due between Dec. 2 and May 31 of current school year
Juniors	14 hours due between June 1 and Dec.1 of current school year	14 hours due between Dec. 2 and May 31 of current school year APRIL 16
Seniors	16 hours due between June 1 and Dec 1 of current school year.	16 hours due between Dec. 2 and MAY 1 to meet graduation requirement.
<b>Minimum Christian Service Hours Required for Graduation: <u>104 Hours</u></b>		
<b>*Total hours are prorated for students who transfer to Cardinal Ritter College Prep. Service hours are transferable, but are applied to fulfilling the grade-level requirement at the grade-level completed.</b>		

**THE EVALUATION PROCESS WILL INCLUDE THE MAINTENANCE OF RECORDS AND MONITORING FOR APPROPRIATE PROCEDURES.**

**THE REPORTING OF THE ACTIVITIES THE STUDENT HAS COMPLETED WILL BE ON SKYWARD AND BASED ON THE VERIFICATIONS SENT BY THE VOLUNTEER SUPERVISOR OF THE AGENCY SERVED.**



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### PRE-APPROVED AGENCIES

All of the listed entities meet the guidelines of the school Christian Service Program. They:

- Are not-for-profit or non-profit agencies
- Participant directly or indirectly contributes to the betterment of agency clients or residents
- Provide appropriate, non-related, supervisory personnel who are willing to submit the appropriate documentation for the student.

### TYPE OF APPROVED AGENCIES

Many of these entities are:

- Licensed hospitals and health care facilities that provide student volunteer programs to assist the patients.
- Licensed daycare and nursery school facilities in which the volunteer can help care for the children.
- Licensed care facilities for the elderly in which the volunteer can share time with the residents.
- Licensed care facilities for the physically or mentally challenged in which the volunteer can assist the client.
- Licensed educational facilities (schools) that allow the volunteer to tutor or assist with after-care programs.
- Any church that provides services to, or activities for the broader community (not just activities for their members) that meet the requirements for Pre-approved or Approved agencies as listed above.

Special Note:

Participation in (run, walk etc.) a-thon type activities as a participant with donations or as a volunteer setting up or cleaning up can be applied as service, if the event supervisor is willing to submit the appropriate form and signatures.



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## FREQUENTLY ASKED QUESTIONS

**Q:** *Are Christian Service Hours really important and count for anything?*

A: Yes, Christian service is an important part of the student's personal and spiritual development. These experiences provide the opportunity for students to grow in a compassionate understanding of the world around them. It also challenges students to move beyond current comfort level and daily experiences.

**Q:** *How do I get a form for the service program?*

A: The forms can be downloaded from the school website, your email or ask for a copy in the Main Office.

**Q:** *How do completed forms get to the service program coordinator?*

Verification forms and letters must be authenticated. To be authentic, forms must be faxed to (314-446-5570); or emailed to the Christian Service Program Coordinator. ([jbone@cardinalritterprep.org](mailto:jbone@cardinalritterprep.org)) by the agency volunteer coordinator only.

**Hand delivered forms will not be accepted.**

**Q:** *What happens if the agency doesn't want to fax the form or does not have a fax machine?*

A: The supervisor has the option of emailing the forms directly to the current program coordinator.

**Q:** *What if I find an agency that is not on the list?*

A: That agency must first submit a request to be included in our program. A representative of that agency must submit a letter requesting placement. The letter must describe the entity, state its purpose, who they serve, tax status, goals, and/or objectives. The school's **president, principal or designee** will review the information provided to determine the entity's placement on the school's approved list.

**Q:** *Can I pick any place I want to?*

A: No. It must be listed on the school's approved list, or approved by the school's president, principal, or Christian Service Coordinator, to ensure acceptance of hours rendered. It is suggested students choose from approved agencies that meet our program guidelines. (see "Types of Agencies," page 4)

**Q:** *What kinds of things can I do?*

A: You may be involved with an agency that provides services to people, who are physically, mentally and/or financially challenged, poor, needy, helpless, homeless, in need of companionship, and or educational services.

**Q:** *What happens to my "incomplete" hours from past years if I have not kept up with my requirements?*

A: Students are strongly encouraged to keep their Christian Service hour records current and up to date. They may have to do extra to get their record up to date. Records are updated and posted on SKYWARD each academic quarter/term.

**:** *What happened to all the hours I have already completed?*

A: This program is just a continuation of what has already been done. Completed hours are recorded.

**Q:** *As an incoming student (freshmen or transfer student), "When can I begin completing my Christian service hours?"*

A: You begin your project when you are registered and enrolled as a student.

**Q:** *What awards are given for completed service hours?*

A: Students who accumulate more than the minimum number of Christian Service hours become eligible for the following awards and recognitions:

- Archbishop May Award (from the Archdiocese of St. Louis)
- Monsignor Shocklee Award
- Blessed Mother Teresa Award
- Dr. Martin Luther King Jr. Model of Justice Award (from the St. Charles Lwanga Center)
- Christian Service Honor Roll

**Q:** *How is Christian service helpful when I apply to college or for a job?*

A: Besides assisting with a student's faith formation, character, and integrity; involvement in Christian or community service activities is an expectation for admissions to some colleges and is often required for some college scholarships. Many sororities and fraternities require members to render service to those in their community.

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## Acknowledgement ~

[This "Acknowledgement" must be signed & filed for submission.]

I/We acknowledge, understand and appreciate that as part of my own/my child's development that his/her participation in Christian Service is not merely a graduation requirement. More importantly it is critical to my/his/her overall development. Christian Service activities are opportunities for people and especially students to be **"Alive in Christ!"** These activities should be looked upon as **becoming involved in a mission that allows people to be agents of evangelization, peace, and justice in small and quiet ways.** In doing so, students in Catholic schools, can become more mindful and thankful for the many gifts God has bestowed upon them and moves them to share their faith, prayers, and actions with others who may not have access to the things that are often taken for granted in our daily lives.

I/We also acknowledge and understand that there may be other dangers, hazards or risks not presently known or reasonably foreseeable. Participation includes travel to and from the school. Therefore, I/We voluntarily accept and assume all risk of injury, loss of life or damage to property arising out of training, preparing, participating and traveling to conduct Christian Service.

I/We acknowledge that specialized experience and skills may be necessary to participate and confirm. I/We may or may not possess such experience and skills. I/We understand and agree to follow all safety precautions required for participation. To the extent that I/We engage in activities that are not a part of and from which I/We may sustain personal injury or other damage to myself or property, or cause others to be injured or sustain other damage, including damage to their property, I/We understand that The Archdiocese of Saint Louis, the Administration of CRCP, partner institutions and their employees will not be held responsible.

I/We hereby release The Archdiocese of Saint Louis, the Administration of CRCP, partner institutions and their employees from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury to me/my child or loss that I/my child may suffer while training, preparing, participating and/or traveling to and from providing Christian Service.  
This agreement is binding on my heirs and assigns.

I/We furthermore release, indemnify and hold harmless The Archdiocese of Saint Louis, the Administration of CRCP, partners and their employees from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that I may suffer, for which I/my child may be liable to any other person, that may or does arise out of my/my child's participation.

In the event of an accident or serious illness, I/We hereby authorize representatives of The Archdiocese of Saint Louis, the Administration of CRCP, partners and their employees to obtain medical treatment for me/my child and on my/my child's behalf.

I/We hereby hold harmless and agree to indemnify The Archdiocese of Saint Louis, the Administration of CRCP, partners and their employees from any claims, causes of action, damages and/or liabilities, arising out of or resulting from said medical treatment. I/We further agree to accept full responsibility for any and all expenses, including medical expenses that may derive from any injuries that may occur during my/my child's participation.

I/We have read the information contained in the **"Christian Service Packet"** and I/We understand and agree to all of its terms and conditions. I/We understand that I/We am giving up substantial rights (including my right to sue), and acknowledge that I am signing this document freely and voluntarily, and intend by my signature to provide a complete and unconditional release of all liability to the greatest extent allowed by law. My/Our signature on this document is intended to bind not only myself/my child but also my and all successors, heirs, representatives, administrators, and assigns.

Print Student's Name:

Print Parent's Name:\_\_

Student's Signature:

Parent's Signature:\_\_

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**CHRISTIAN SERVICE REPORT FORM**

**Please print**

**Section I: Completed by Agency Service representative:** \_\_\_\_\_ Today's date: \_\_\_\_\_

Legal name of Agency: \_\_\_\_\_

Complete Address of Agency: \_\_\_\_\_

Name of Service Coordinator: \_\_\_\_\_ Contact phone no. \_\_\_\_\_

Sending via FAX: (agency no.) \_\_\_\_\_ email (agency address): \_\_\_\_\_

SEND TO: 314-446-5570 att. Mrs. Joanne Bone or email to: [jbone@cardinalritterprep.org](mailto:jbone@cardinalritterprep.org)

**SECTION: II (completed by the student and submitted to agency vol. coordinator, prior to service activity)**

Student's Name: \_\_\_\_\_ Grade:  9  10  11  12

Parent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Signature & Date: \_\_\_\_\_ date \_\_\_\_\_

Parent's Signature & Date: \_\_\_\_\_ date \_\_\_\_\_

**SECTION: III Supervisor completes this section and sends this form to CRCP.**

DATE(S) OF SERVICE	HOUR(S) OF SERVICE		TOTAL HOURS	DESCRIPTION OF SERVICE
	START TIME	END TIME		

[ATTACH ADDITIONAL PAGE(S) IF NEEDED]

Supervisor's Signature & Date: \_\_\_\_\_

*Matthew 25:40 – Whatsoever you did for one of the least of my brothers or sister of mine, you did it for me.*

*Luke 12:47 - To whom much has been given, much is required.*