

# Christian Service at Christ the King 2017-2018

## Staff & Contact Information:

- Office Location: 2<sup>nd</sup> Floor, Room 214 (Campus Ministry Suite)
- Direct Phone Number: (773) 413-3532
- Fax Number: (773) 261-7507
- Director: Ms. Maura Rocks (mrocks@ctkjesuit.org)

## Program Outcomes:

- Forming young women and men who emulate the mission and message of Jesus Christ.
- Cultivating awareness surrounding local, national, and global issues of poverty and social injustice.
- Immersing students in service and/or leadership experiences that inspire them to be servant leaders within their local communities.
- Maintaining a collaborative partnership with organizations serving and supporting the West Side community.

## Requirements:

Students may complete their hours at CTK, in the community, and up to five at home or with family.

- **30 hours for Seniors**
- **25 hours for Juniors**
- **20 hours for Sophomores**
- **15 hours for Freshmen**
- All students will also complete a reflection paper in their Religious Studies class before the end of the 2<sup>nd</sup> semester.

**\*\*We encourage students to go over and above their required hours, but those will not rollover to the following year\*\***

## Due Dates: (Please Note!)

- ALL service hour forms **MUST** be submitted in the quarter for which they are completed. Due dates for paperwork are as follows:
  - **Quarter 1 & summer service hours: October 20<sup>th</sup>, 2017**
  - **Quarter 2/Semester 1 deadline: December 15<sup>th</sup>, 2017**
  - **Quarter 3: March 16<sup>th</sup>, 2018**
  - **Quarter 4/Semester 2 deadline: June 1<sup>st</sup>, 2018 [May 11<sup>th</sup>, 2018 for Seniors]**

## Service Hours and Your Report Card:

**Semester:** Each semester a student **MUST** complete half of their service hours to pass their service hour requirement, represented as a separate part of the report card. If a student does not have half done at the semester deadline, they must meet with Ms. Rocks to design a service hour completion plan. Parents will also be contacted.

**End of Year:** All hours must be submitted by the end-of-year deadline or they will receive an incomplete grade on their report card. Students who have incomplete hours will need to make up the required hours by engaging in service over the summer. All hours must be completed by the last day of summer school. If students do not complete their hours by this date, they will become ineligible for extracurricular/sports activities at Christ the King. This ineligibility will be in effect until they are caught up on their service hours. Once their required service hours are complete and the necessary forms turned in, students will become eligible again (please allow a one-week processing period for the Office of Christian Service).



## Procedure:

(MUST be done for EVERY service activity, even if it is with CTK)

- Completely fill-out a Christian Service Hour Record Form.
- Get formed signed by supervisor after completing service activity.
- Turn form into Christian Service Office.
- Forms will be signed, recorded, and placed in student's file.

## Other Information

- PLEASE, feel free to request a list of completed service or to view a student's file at any time.
- You may also request official letters of service completed for college/scholarship applications. Please give at least a week of advanced notice.
- Suggested places to serve include: churches, schools, community organizations, non-profits, elderly/needy neighbors, daycare/babysitting, homeless shelters, soup kitchens, etc...
- REMEMBER, students MAY NOT earn service hours at for-profit entities, for personal extracurricular enrichment (sports, clubs, etc.) or for any service done for home/family/friends beyond 5 hours. Students MAY NOT receive monetary compensation of any kind for service hours to count.



### Christian Service Hour Record Form

"Life's most persistent and urgent question is, 'What are you doing for others?'" MLK

Christ the King Students may complete Christian Service Hours in the community, in service to CTK, or through their families. Please remember that family service should be a NEW activity and NOT include any current chore or responsibility. **This form must be fully completed and verified for credit to be recorded.**

Return this sheet to Ms. McCallick or Mr. Zundel in the Christian Service Office (Room 214) ASAP.  
Semester 1 hours due December 20<sup>th</sup> and Semester 2 hours due June 6<sup>th</sup> [May 9<sup>th</sup> for Seniors]

#### Student Information

NAME: \_\_\_\_\_

CURRENT CLASS:      Freshman                      Sophomore                      Junior                      Senior

ARE THESE MAKE-UP HOURS?    Y    N    IF SO, WHAT YEAR ARE THEY FOR? \_\_\_\_\_

CURRENT RELIGIOUS STUDIES TEACHER: \_\_\_\_\_

#### Service Information

DATE(S): \_\_\_\_\_ NUMBER OF HOURS: \_\_\_\_\_

TYPE OF SERVICE: (circle one)      Community                      CTK                      Home/Family

WHAT WAS THE SERVICE EVENT? \_\_\_\_\_

WHERE WAS IT DONE? \_\_\_\_\_

PLEASE DESCRIBE WHAT YOU DID: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRINTED NAME OF SUPERVISOR: \_\_\_\_\_

SUPERVISOR PHONE: \_\_\_\_\_ SUPERVISOR E-MAIL: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT AGREEMENT: I, as a student at CTK, attest that the above information is accurate and I understand that falsely representing my service hours may result in disciplinary action for academic dishonesty.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Please feel free to call or e-mail anytime with questions or concerns!

