

St. Bede Academy Christian Service Program

"Make love your greatest aim." 1 Cor.14.1

St. Bede Academy 24 W US Hwy 6, Peru, IL 61354 (815) 223-3140

Use this form to collect the info you need to complete the x2vol on-line entry.

Do not turn this form in to Ms. Bernabei.

All service completed on Sept 11, 2015 or later must be submitted by students on-line at www.x2vol.com.

*** Paper forms will NOT be accepted after Sept. 11, 2015. ***

- Hours must be entered within 2 weeks of the date of service. This rule has been hard to enforce in the past. It will be strictly enforced from this point on.
- After a student's enters their hours their event supervisor will receive an email from noreply@x2vol.com. The supervisor simply needs to click the button to approve the information. Once this is done Ms. Bernabei will review the submission and award the hours to the student.
- 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 submission. It may be helpful for you to suggest to the event supervisor that they add noreply@x2vol.com to their email contact list to prevent it from going to their junk mail folder.
- **It is the student's responsibility to communicate with their event supervisor to make sure hours are approved within 2 weeks of the submission.**
- The reflection statement must be satisfactorily complete before hours are granted.
- If the submission is not complete or the reflection statement is not acceptable the submission may be returned to you to correct.

Student's Name: x _____

Service For: x _____
Organization Name Location

Date of Service: (Month / Day / Year) x _____

What did you do? _____

Reflection Statement: 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.

- What impact will this experience have on others?
- What did you learn from this experience?

Project Supervisor Name _____

Required -Supervisor Email Address _____

Phone Number _____ Total Number of Hours Served _____

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Phone Number _____ Total Number of Hours Served _____

Acceptable Service Projects

Saint Bede Service

- Any work that is done for Saint Bede Academy can be used for hours.
- Examples: Auction and its events, tutoring, 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 Ms. Bernabei for approval before doing the work. In the summer projects can be approved by Mrs. Mershon when Ms. Bernabei is not available.

Church/Parish Service

- Any work done for a church or parish is eligible for hours.
- Examples: food pantries, church events, coaching, religious education, clerical work, musician or singer, altar server.

Independent Projects

- If you would like to do service that is not specifically mentioned in the previous three categories, you must receive written approval from the service program moderator.
- Write a description of the project and give to Ms. Bernabei as soon as possible BEFORE the activity. If the work is in the spirit of the CSP, the moderator will sign off on it and you may begin the work.
- Any independent projects turned in that have not received preapproval will not receive credit, regardless of their appropriateness.

Unacceptable Service Projects

- The following work will **not** receive credit.
- 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, slips that have the number of hours falsified, slips turned in more than two weeks after completion (unless prior arrangements have been made with the moderator), forms signed by a parent (if a parent is a supervisor of an activity, another adult should be found that can verify the work).

(revised Sept. 2015, TCB)

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