

## **SERVICE REQUIREMENTS FOR THE CLASS OF 2012**

On May 23, 2011, you will begin your service immersion project that is part of your graduation requirement from Rosati-Kain. This is an opportunity for you to give service to the community of St. Louis or other places outside of St. Louis.

You will be participating in the Corporal Works of Mercy that Jesus taught in Matthew's gospel, chapter 25: 31-46:

**“When I was hungry you gave me food, when I was thirsty you gave me drink, when I was naked, you clothed me; sick, and you cared for me; in prison and you visited me; a stranger and you welcomed me.**

**Whenever you did this for the least of these brothers and sisters, you did for me”.**

### **Requirements:**

- Your graduation requirement is **75 hours** of service. You are given the opportunity to complete a minimum of 48 hours of service during the weeks of May 23-27, 2011 and May 30-June 1, 2011.
- **These two weeks are considered “school time”**. You are required to “immerse” yourself for a **minimum of six hours each day** at your service site as you would for a regular school day. You can work longer than six hours; **you must work each day**.
- The rest of the (27) required hours of service are to be completed on your own over the summer of 2011, either at the same service site or at any other service opportunity in which you want to participate. You must work a minimum of 6 hours at each additional service site.
- Hours towards the service requirement **does not include** any orientation you are required to participate in for your service site.
- Hours of required service- begins May 23, 2011. Service completed before this date does not count towards the requirement.
- You may do more than 75 hours of service. You will be given a log sheet to keep track of your service time.
- During the 2011-2012 school year, students from your class will be chosen to receive the Archbishop May Service award from the Archdiocese of St. Louis and the Martin Luther King Jr. Youth Leadership award given by the St. Charles Lawanga Center. These awards are based upon the community, school and family service a student has completed during their four years of high school.

**Illness/ Absence Policy:** If an illness prevents you from going to your service site, please be sure to do the following:

- a. Call your agency and notify them you are ill.
- b. Call the school office: (314) 533-8513 and Mrs. Weber (314)-533-8513, ext. 218) or cell phone: (314) 623-1139 and leave a message about your absence.
- c. You will need to complete any missed hours due to illness.
- d. When you return to Rosati-Kain from your service project, you will need to bring a note from your parent/guardian stating that you were unable to be at your service agency because of illness.
- e. This only applies for the period of May 23-June2, 2011.
- f. Always remember to use common sense when deciding whether or not to go to your site if you are ill.

### **What types of service should you look for?**

- Keep in mind the gospel story above when looking for a service opportunity. Is the service place for the poor, homeless, hungry, sick, lonely, elderly, mentally or physically challenged, or those who are disadvantaged in some way?
- **Is this a place that you can work with people 90% of the time?**
- **Can you work with animals?**  
Unfortunately animals are not people, even though we and they think they sometimes are. The only service allowed that includes animals is if they are service animals such as an Equine Assisted Therapy Program and you are able to interact with the people who use them.
- **Can you work at an elementary or middle school?**  
You may work at a school in which 80%-100% of its children have special needs.



***Rosati-Kain High School Service Program Evaluation Form-Student***  
**2009-2010**

This form is due Thursday, June 2, 2011 with journal

Student's Name: \_\_\_\_\_

Supervisor Signature:  
 \_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please rate your service experience on each of the following characteristics listed below by circling a number. Five (5) is the highest ranking. In the comment section, list any strengths or weaknesses concerning this agency for use in the future that you feel are important. This form is due with your journal on May 27, 2010.

<b>1. Your overall experience at this agency.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2. Your agency supervisor was helpful and attentive.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>3. You were given clear directions and adequate preparation for your service site.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>4. You worked with people at your agency at least 90% of the time.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>5. You would recommend this agency to future RK students</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Comments:

# *Rosati-Kain High School Service Contract Class of 2012*

## **Personal Commitment**

*Please initial after reading each line of your personal commitment*

1. I will go to my service site on the days and times specified. \_\_\_\_\_
2. I will call the service site early in the morning if it is not possible for me to be there on a given day and I will call Rosati-Kain and Mrs. Weber to report the absence. \_\_\_\_\_
3. I will be responsible for my own transportation to and from the agency. \_\_\_\_\_
4. I understand that I must have my agency chosen and approved by January 10, 2011. Failure to do so will result in the service coordinator (Mrs. Weber) choosing the place of service. \_\_\_\_\_
6. I understand that a minimum of 42 hours of service must be completed between May 23- June 1, 2011. A five point penalty will be given for each hour short of this goal. \_\_\_\_\_
7. I understand that I will receive a grade that will be part of my third quarter Theology grade for completing and turning in my Service Contract and the Personal Commitment form on or before January 10, 2011. I will lose 8 points each day until the contract and commitment forms are turned in. \_\_\_\_\_
8. I understand that I will be scheduled beginning January 11, 2011 for one cycle if my Service Contract and Personal Commitment forms are not turned in on or before January 10, 2011. \_\_\_\_\_
9. I understand that my service journal will be collected on June 2, 2011. Failure to do so will result in a 3 point penalty each day until it is turned in. I will also be scheduled for one cycle or more when the 2010-2011 school year begins. \_\_\_\_\_
10. I understand that I will receive a grade that is one-fifth of the total points of the first quarter Theology class of senior year for completing all requirements for service. \_\_\_\_\_
11. I understand that my high school transcript will have a permanent Service grade that is reflective of the grade given in the first quarter of theology

during senior year. \_\_\_\_\_

12. I understand that my completed service requirement of the summer log sheet and essay is due on Wednesday, August 31, 2011. These forms and instructions for the summer journal will be given out June 2, 2011 at the service reflection morning. Failure to turn in these forms and journal will result in an 8 point penalty each day until turned in. \_\_\_\_\_

13. I understand that I will be scheduled for at least one cycle beginning September 1, 2011 if summer forms and journal are not turned in on August 31, 2011. \_\_\_\_\_

14. I will attend the junior service reflection morning on Thursday, June 2, 2010 at RK from 8-11 am. \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

*THIS CONTRACT IS DUE ON OR BEFORE January 10, 2011*



## *Rosati-Kain High School Service Contract Class of 2012*

Name: \_\_\_\_\_ Advisory \_\_\_\_\_

Theology Teacher: \_\_\_\_\_ Date \_\_\_\_\_

I have chosen the following service site: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Supervisor's Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**The requirements for this service site include the following: Check all that apply.**

1.  **No pre-requisites for this service site.**
2.  **Orientation required. Dates of Orientation:** \_\_\_\_\_.
3.  **Medical tests required:** \_\_\_\_\_.

**Days and Hours of Work:** Please have the agency supervisor fill-in this schedule.

Week One		Monday 5/23	Tuesday 5/24	Wednesday 5/25	Thursday 5/26	Friday 5/27	
Time In							
Time Out							
Week		Monday	Tuesday	Wednesday	Thursday		

<b>Two</b>		<b>5/30</b>	<b>5/31</b>	<b>6/1</b>	<b>6/2</b>		
<b>Time In</b>		<b>Optional attendance</b>			<b>Morning of reflection at RK</b>		
<b>Time Out</b>					<b>8:00-11 a.m.</b>		

My work at the Agency will include:

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**The following signatures are necessary for approval of your project.**

1. I (We) approve of the project that my (our) daughter has selected. I (We) understand that she will volunteer her time at the above named agency from: May 23- June 1, 2011. She will also attend the junior service reflection morning on Thursday, June 2, 2011 from 8-11 am at Rosati-Kain.

**Parent(s)/Guardian Signature(s):** \_\_\_\_\_

\_\_\_\_\_

2. The above named Rosati-Kain Student may participate in volunteer service at our agency. We have discussed and agreed upon her job description. I agree to supervise her participation at our agency.

**Agency Supervisor's Signature:** \_\_\_\_\_

3. I understand and accept the requirements and conditions established by Rosati-Kain High School and the above named agency and choose to do my Service Project accordingly.

**Student's Signature:** \_\_\_\_\_

4. **Service Coordinator's Signature:** (Mrs. Weber)

\_\_\_\_\_

**ROSATI-KAIN HIGH SCHOOL**  
**SERVICE LOG SHEET**  
**MAY 23-JUNE 2, 2011**

DATE OF SERVICE	LOCATION OF SERVICE	TYPE OF SERVICE	HOURS OF SERVICE	SIGNATURE OF SUPERVISOR
May 23, 2011				
May 24, 2011				
May 25, 2011				
May 26, 2011				
May 27, 2011				
May 30, 2011	OPTIONAL			
May 31, 2011				
June 1, 2011				
June 2, 2011	<b>Service reflection morning at RK 8-11 a.m.</b>			

STUDENT'S NAME: \_\_\_\_\_

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

PHONE \_\_\_\_\_ E:MAIL \_\_\_\_\_

TOTAL NUMBER OF HOURS OF SERVICE: \_\_\_\_\_



*Rosati-Kain High School Service Program Evaluation Form-Supervisor*

May 23- June 1, 2011

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Supervisor Signature:

\_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please rate our student on each of the following characteristics listed below by circling a number. Five (5) is the highest ranking. In the section for comments list any strengths or weaknesses of the student that you feel are important. Please complete and return to Rosati-Kain High School at the completion of the student's project. Mail it or the student can return it. (Mail to: Mrs. Karen Weber, Rosati-Kain High School, 4389 Lindell Blvd., St. Louis, MO 63108-2701. If you have any questions or concerns, please call me at 314-533-8513, ext. 218.

<b>1. Desire and willingness to take on new assignments</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2. Willingness to work through an assignment to completion.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>3. Ability to communicate with community residents</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>4. Imaginative and resourcefulness.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>5. Cooperation and willingness to get along with others.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6. Promptness</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>7. Appearance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>8. Sensitivity to special condition and attitudes of those the agency serves.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>9. Willingness to go beyond the minimum time requirements.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>10. Willingness to make up missed time.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>11. Overall evaluation of performance.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>12. Did the student [MEET / EXCEED / FALL BELOW] your expectations?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Comments (use the back of this sheet if you need more room.):

*Rosati-Kain High School Thanks You for allowing us to be a part of your program.*