

Sophomore Service Information and Procedures

1. A minimum of 25 hours of service. Service may be completed between May 1, 2021 and April 22, 2022.
2. Your service must be with a *non-profit* organization that supports Catholic values.
 - a. It is your responsibility to ensure that you are participating in an acceptable type of service. If you are unsure, please check with your Theology teacher.
3. It is your responsibility along with your parent/guardian to ensure a safe and rewarding environment and experience.
 - a. Due to the on-going COVID-19 pandemic, it is up to you and your parent/guardian to select service opportunities that you feel are safe.
4. Your service must be unpaid.
5. All hours and paperwork are due by **Friday, April 22, 2022** at the latest. (It is strongly encouraged that you complete and submit your hours well before this date).
 - a. Your Theology teacher will explain the procedure for submitting completed hours timesheets.
6. **You will complete a project for your Theology II class. Your teacher will outline this project.**
 - This is a requirement for Theology II
 - With the appropriate permission, it is recommended that you take pictures of your service for your project.

During the school year, campus ministry will post and sponsor opportunities for service open to all students; however, *it is recommended that you complete as many hours as possible over the summer.*

IMPORTANT PAPERWORK

- ❖ **Consent Form is due to your Theology teacher by May 3, 2021.**
- ❖ Time/Attendance Form
 - Each student is to print her own **Attendance and Time Sheet(s)** located on the campus ministry page of the Sacred Heart website (and attached to the Sophomore Service Information e-mail):
<https://www.sacredhearthamden.org/page/student-life/campus-ministry>
 - Note:
 - A separate attendance/time sheet is required for each place of service.
 - All paperwork must be complete in pen with all required information.