

North Catholic High School Guidelines for Service Projects

Dear Students,

Below you will find the guidelines for service projects. Remember, that it is your responsibility as a student to find a place to complete your service, keep track of the hours, fill out all forms correctly, and arrange to fulfill your commitment. Of course, parents/guardians (and even teachers) can, and will, help you; but, it is ultimately your responsibility as a student to make sure everything is completed correctly, and all paperwork is submitted on the due date.

General Guidelines

1. All students are required to perform a minimum of 20 hours of service each year. You are encouraged to perform as many service hours as possible. Twenty is the minimum. Service for the next school year can begin the first day after the last day of school.
2. For all approved service organizations, download and fill out the service project form, and turn it in on the due date. The approved service organizations are listed below. If it is not on the list, then it is not approved.
3. If you are aware of an event or organization that is not listed on the approved list, talk to your religion teacher. Some projects may just need to be added, but others might need to be pre-approved. Your religion teacher will give you a pre-approval form to fill out. This is to be completed and submitted **BEFORE** you begin. You must submit the form to your teacher at least 10 days before you are to begin. The following guidelines will apply:
 - a. Service must be for/with an established non-profit organization that serves those in need.
 - b. A tax-exempt organization that works with/for people, whose purpose serves the common good.
 - c. The Service project must be gospel-based, and provide a real service to others – i.e. working with people.
 - d. Any service organization's mission and work cannot go against the beliefs and teachings of The Roman Catholic Church.
 - e. Service projects cannot be for any political organizations or ideologies.
4. Approval in previous years does not imply approval for the present and subsequent years. Approval for other students, either presently or in the past, does not imply automatic approval. Approval for projects not on the pre-approved list must be re-submitted each year.
5. If the service is for a sports organization, the amount of hours is generally limited to 10 hours total. The student should try to do at least 10 hours in some other type of service.
6. Service that is required because you are a member of a team or organization may not normally count towards this requirement. (i.e. If you are working a pasta dinner to earn money for a trip to some place, this is not service.)
7. Assisting during Mass at your parish – serving, lecturing, cantoring – will count as ½ hour per Liturgy up to 10 hours.
8. Service cannot be performed during school hours (while school is in session). In other words, you cannot take the day off from school to go and perform a service project.
9. The project must be under the guidance of a professional (i.e. There has to be an adult in charge who is connected to the organization).
10. Forms cannot be completed or signed by a parent or close relative, nor can they be the immediate supervisor of the project.

11. Service cannot be for a family member. Helping a family member is your duty as a member of your family, not a service project.
12. You should submit the total number of hours completed, even if only 10 or 20 are going to count.
13. On the due date, you will submit a typed one and a half to three page essay reflecting on the project(s) and then be required to give a short presentation to your religion class. This is one paper that encompasses all of your experiences, not a separate paper for each project.
**Your religion teacher can adjust this requirement.
14. The Paper should be several paragraphs (intro, supporting, conclusion etc.), typed, double spaced, and be structured in the following manner:
 - a. A description of the service(s) your performed
 - b. Why you performed the service(s)?
 - c. What benefit your service gave to other people? What benefit did you receive?
 - d. Why do you think it is essential for Christians to perform community service?
15. The due date for the project paperwork for the 2018-2019 school year will be April 24, 2019. All paperwork should be submitted to the student's religion teacher on that day. Do not submit forms before the due date. Class presentations will begin after that date at the discretion of your religion teacher. Anything submitted after that date – if accepted -- is considered late.
 - a. On the due date, you should submit your completed paperwork in this order:
 - 1) A cover sheet given to you by your religion teacher on the due date.
 - 2) The completed Service Forms.
 - 3) The typed essay
 - 4) Any additional forms given to you by the organization where the service was performed.You can also develop your own spreadsheet to keep track of your hours (this is in addition to service form).***It is strongly suggested that you make copies of everything you submit.
16. The Project is part of your 4th quarter grade. Your grade is based on the type of service, how well you follow the directions, your paper, and your presentation, as well as your conduct and cooperation during other students' presentations.
 - a. The project will be worth about 200 points.
 - b. Grading for the project is up to the discretion of the religion teacher.
 - c. You will be graded according to following the guidelines on your project as well as the essay and the presentation.

If you have any questions, please email your religion teacher or Mr. Amoruso. These guidelines are subject to reasonable revisions as the need arises.

Thank you,
The North Catholic Religion Department

If your desired location is not on this list, refer to the guidelines as to what to do next.
This list will be updated throughout the school year.

Approved Service Project Locations

Your Parish or Church (and Catholic Elementary School)

--- Examples: Vacation Bible School, Mission Trips, Lenten Fish Fry and so forth. This is anything that is completed through a parish ministry (i.e. youth group, guild etc.).

--- Serving/Ushering/Cantoring etc. at Mass will count as ½ hour per mass up to 10 hours

412 Food Rescue

<https://412foodrescue.org/take-action/volunteer/>

Adopt a Chaplain

Care packages sent to deployed chaplains

www.adoptachaplain.org

Bethlehem Haven (women's shelter)

Miryam's Place (women's transition stay)

(Amber Jackson: ajackson@bethlehemhaven.org)

Boys and Girls Clubs of America

<https://www.bgca.org/get-involved/volunteer>

Catholic Charities (Diocese of Pittsburgh)

<https://www.ccpgh.org/>

Center for Hope

740 Park Rd.

Ambridge

(Sue Otto or Barb Whisnat: 724/251-4899)

Concordia

Veronica-activities director Franklin Park 724-935-1075

Michele – activities director – Wexford 724-935-1266

Ashley – activities director – Cranberry 724-779-4300

Concordia of Cranberry

Assisted Living, Alzheimers, Hospice

10 Adams Ridge Blvd.

Mars

(724/779-4300)

Cranberry Place

Nursing Facility

5 St. Francis Place

Cranberry Twp.

(724/775-5350)

Approved Service Project Locations

Daily Bread-Homeless Feeding Program
114 West North Avenue (North Side) Pittsburgh, PA 15212
Supervisor Name: Bob Maravalli, Director
Supervisor Phone Number: (412) 231-2007
<http://www.umchurchunionpgh.org/daily-bread/>

Dress for Success Pittsburgh
(professional attire and accessories to outfit women in search of work)
5001 Baum Blvd

Greater Pittsburgh Food Bank

Habitat for Humanity (must be 16 or over)

James P. Wall Home
1028 Benton Ave.
(Valerie Beam: 412/307-1139
volpittsburgh@littlesistersofthepoor.org)

Jubilee Soup Kitchen
<http://jubileesoupkitchen.org/index.php/get-involved/volunteer/>

Kilian Cupboard Fellowship Dinner
www.saintkilian.org/cupboard/volunteer.htm
Use Volunteer Spot online

Life Chain 10/12-3:30PM
Rte. 19 at Rochester Rd
(Bill Slusser 724/772-7962)

Light of Life Rescue Mission
www.lightoflife.org/get-involved/volunteer/

Little Sisters of the Poor
<http://www.littlesistersofthepoorpittsburgh.org/volunteer-2/>

Lovewalk for the Poor

Meals on wheels

Mighty Penguins Sled Hockey.
<http://penguinsledhockey.org/get-involved/volunteer/>
Miracle League – Cranberry Township

Mission from Mars
www.missionfrommarspittsburgh.com

Approved Service Project Locations

Outreached Arms

www.outreachedarms.org

Paramont Senior Living
Assisted Living/memory impaired
500 Seven Fields Blvd.
Seven Fields
(724/799-5020)

Penn Mar Plaza
Senior Cirizen housing
Gilkey Dr
Mars
(724/625-9290)

Pioneer Education Center
775 Dunster St. Pittsburgh, Pennsylvania
(412) 529-7405

Prom dress Collection
Through Discovery Christian Church
“A Night to Remember”
(Beth Huffman: bahuffman@zoominternet.net)

RoseCrest Assisted Living
500 Wittenberg Place
Mars
(724/625-1900)

Sisters of St. Joseph
1020 State St.
Baden, PA

St. Barnabas
Valencia Woods at St. Barnabas
The Arbors at St. Barnabas
85 Charity Place
Valencia
(Whitney Wiegand: 724/625-4000 x249)

St. John Specialty Care
500 Wittenberg Way
Mars
(724/625-1571)

Approved Service Project Locations

St. Joseph House of Hospitality
1635 Bedford Ave.
Pittsburgh
(Bonnie Rolison: 412/456-6696 or brolis@ccpgh.org)

Thomas Merton Center --Participate in Book 'Em --
5129 Penn Av. PGH
collections and packing sessions for PA prisoners
First two Sundays each month 4-6PM
bookempgh@gmail.com

Treasure House Fashions
(partners with local agencies to provide clothing to women in transition or crisis)
7607 McKnight Rd

Vincentian Home
111 Perrymont Rd.
Pittsburgh, PA 15237
Denise Calkins-Volunteer Director
412-366-5246
Woodlands (The Woodlands)
134 Shenot Rd. Wexford
(Patrick Joyal: 724/935-5470 pjoyal@woodlandsfoundation.org)
Events and activities with children and adults who have disabilities and/or chronic illness

World Vision – Pittsburgh Global Distribution Center
http://www.worldvisionusprograms.org/pittsburgh_volunteer.php

YMCA, Cranberry Twp.
Respite Program
(Karen Geis: 724/452-9122)
watching/entertaining handicapped kids while parents have an evening out.

Special events for, and with, the CWNC School Community are approved throughout the school year.
(Orientation, Open-house, Trojan Triumph Auction and so forth).

Email Mr. Amoruso at vamoruso@cwncs.org with any questions over the summer.