



St. Charles Preparatory School

Service Project Packet

PRAYER OF ARCHBISHOP OSCAR ROMERO AS A MESSAGE OF HOPE

It helps, now and then, to step back and take the long view. The kingdom is not only beyond our efforts, it is even beyond our vision.

We accomplish in our lifetime only a tiny fraction of the magnificent enterprise that is the Lord's work. Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that should be said. No prayer fully expresses our faith. No confession brings perfection, no pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about. We plant the seeds that one day will grow. We water seeds already planted, in knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it very well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's Grace to enter and do the rest.

We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders, ministers, not messiahs. We are prophets of a future that is not our own.

Service Project Journal Requirements and Instructions

1. You are required to keep a record of service activities in your Service Project Journal for each visit.
2. You are required to record the date and time of service for each visit in the enclosed time and attendance log. Make sure that your supervisor signs the log for each visit (or someone who works at the agency). If your supervisor is not there or able to sign your log, make sure s/he signs it on your next visit.
3. Your journal reflections should contain the following:
 - a. The activity or activities that you did during that visit.
 - b. Your feelings during that visit.
 - c. Any significant insights, problems, thoughts that you had concerning your visit.
4. Your Service Project Journal will be collected periodically in each grading period to check your progress in completing your service project. You will need to bring it to class when asked and have everything in order to receive full credit. More specific information will be provided in class when appropriate.
5. The Service Project Journal **MUST** be contained in a notebook other than notebooks used for religion class or any other classes. Independent sheets of loose leaf will not be accepted.

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Some Hints and Suggestions for Your Successful Completion of Your Service Project

1. Remember what service should be: giving of oneself - body, gifts, and talents - to meet the needs of others. It is a hard thing to do, so besides relying on luck, rely on the Spirit to empower you.
2. If any problems arise, SEE ME! Do not hesitate. That is why you have a teacher to be your guide and counsel. Together, we can work out any situations that may arise. I, your teacher, should be the among the first one to know of any difficulties you may encounter.
3. Be friendly and positive while working with others. Introduce yourself to any and all adult leaders as well as youth working on the project with you.
4. Act like you know why you are there. It is essential for you to volunteer information about yourself and your needs.
5. If there is a specific job you might like to try, politely suggest it, or ask if you may try it. Most supervisors cannot read minds and will accommodate your request if possible.
6. It will be up to you to arrange a schedule that is mutually agreeable between you, the supervisors at the service organizations at which you work, and members of your service learning group (if applicable). Do this soon, and be responsible about sticking to the plan. If something comes up, **YOU MUST LET EVERYBODY INVOLVED KNOW IMMEDIATELY**. Anticipate hectic times in your schedule with tests, plays, work, or sports, and try your best to schedule around them. Remember, though, that this project is a **REQUIREMENT** for Junior Religion and to get a diploma from St. Charles. This is not an option! Therefore, the service project must be a priority in conflicts.
7. Talk to your supervisor about questions/difficulties. They are there to help you.
8. When things get rough, remember that discipleship was never meant to be easy...it was meant to be good. You are indeed doing the work of Christ on Earth when you work for justice, nothing less.

Supervisor's Report

Date: _____

Name of Volunteer: _____

Agency: _____

Supervisor: _____

1. What duties were assigned to the volunteer?

2. Has the volunteer come prepared for the work assignments?

3. Has the volunteer been on time? _____

4. Does the volunteer abide by agency rules and requirements?

General Appraisal

Evaluate the student volunteer in the areas listed below using the ratings at the left:

S = Superior	_____	Ability to work with other volunteers
AA = Above Average	_____	Ability to work with staff and supervisors
A = Average	_____	Report with clients
BA = Below Average	_____	Attendance
U = Unsure	_____	Initiative and independence
	_____	Overall effectiveness

Additional comments or suggestions: _____

Recommended changes in job description: _____

Suggested areas for student improvement: _____

Number of Hours Completed to Date: _____

Supervisor's signature: _____

Self-Evaluation

Date: _____

Name: _____

Agency: _____

Supervisor: _____

Evaluate your service by completing the sentences below:

1. In carrying out my service tasks, I _____

2. In terms of making my service project a priority in my life, I _____

3. My relationship with my clients at this agency is _____

4. I have experienced personal growth in these areas: _____

5. I see my weaknesses as _____

6. I see my strengths as _____

7. My goal for my service project was _____

8. Overall, I would say my performance so far has been _____

9. So far, my service project has been _____

10. Additional Comments (if desired):

Student's Evaluation of the Agency

Date: _____

Agency: _____

Address: _____

Description of agency: _____

Description of service work: _____

Positive Aspects

Agency: _____

Clients: _____

Overall Work Experience: _____

Negative Aspects

Agency: _____

Personnel: _____

Clients: _____

Overall work experience: _____

Additional Comments (Positive or Negative) in space below: