

CROSSPOINTE PREPARATORY SERVICE GUIDELINES

Purpose

The purpose of the service involvement is to encourage students to develop awareness and understanding of their Christian duty to the welfare and common good of others.

General Information

Although it would benefit all students to participate in service/volunteer projects, beginning with the freshman class of 2014-15, all students pursuing the CrossPointe Preparatory Diploma will be required to complete 25 hours of service/volunteer hours each year enrolled at CPP during 9-12th grades thus accumulating 100 hours by May 1 of their senior year. Students transferring into CPP after their 9th grade year are required to complete 25 hours per year enrolled at CPP.

Requirement

- **25 clock hours, non credit; minimum of 10 hrs completed off campus PER YEAR in attendance at CPP in grades 9-12 beginning with 2014-15 school year.**
- The service must be completed, documented, and verified before graduation.

Documentation Forms--finding and filing

- Documentation forms are available in the CPP office and on the CPP Website. Forms must be filed in CPP office by May 31st for each school year (9-11th) enrolled at CrossPointe. Seniors must have documentation turned in by May 1st.

When to Do Community Service and What About Service Done in the Past

- Community service can be done at any time during the current school calendar year June 1-May 31st. Senior year service must be completed before May 1st.
- Documented community service completed during current school year will satisfy community service requirement for only that year. Additional hours cannot be carried over to the following year(s). Additional hours may be documented for the year they are earned.

What Counts as ON-CAMPUS Service

- A maximum of 15 hours of community service to meet the graduation requirement may be earned on campus. Institution-sponsored activities such as Service Intern **do count**. (Please ask administration if you are uncertain).
- Activities serving with student LIFE, including Big Buddy/Little Buddy **do not count**.
- Activities serving the interests of an individual or student organization (e.g., a pizza sale) ordinarily **do not count**.
- Participation in most extracurricular activities (e.g., holding office in any student organization, archery, journalism) **does not count**. Entertainment or performance activities that are part of a class or a co-curricular requirement **do not count**.

What Counts as *OFF-CAMPUS* Service

- Volunteer Activity---Service is not earning course credit (e.g., with internships, apprenticeships); is not earning money; is not doing service as part of a regular job, is not serving a family member.
- Serving People in Most Need---The goal is to serve and learn from people themselves, particularly people who are homeless, poor, hungry.
- Serving with Church outreach programs. This does not include serving during regular church services (usher, nursery duty, etc.).
- Consistent with the Mission of CrossPointe Preparatory
- Working with Recognized Non-profit Agencies---Part of the objective is to move beyond activities which benefit one's own immediate environment (e.g., family or neighbors) and serve the needs of people in general.

What Counts from Mission Trips

CPP recognizes that many of her families participate in mission efforts and desires to encourage this type of service. Extended trips have the potential to log many hours. The following guidelines will serve as a tool for logging service hours from mission trips.

- Students may log up to 6 contact hours per day. These hours do not include travel or preparation.
- Hours must be documented by the adult team leader.
- If service hours per day extend the 6 hours, the student may petition in writing CPP administration for an exception.

For Information on Service Options

- Contact the CrossPointe Office at 501-230-6490 for suggestions about **volunteer service opportunities** or advice about what counts as community service.

See documentation form below



COMMUNITY SERVICE DOCUMENTATION FORM

(Please use one form per activity/event/project. May list multiple dates needed to complete activity/project)

I. Student Information

Full Name: _____

Graduation year: _____

II. Service Information:

Specific Duties / Services Performed

Name of Organization / Non-Profit / Event /Population served

Dates of service _____ Total hours of service _____

Describe what you learned from your service experience.

III. Community Service Verification by a Supervisor:

Supervisor Name (Please Print): Title: _____

Organization/Agency: _____ Phone #: _____

Street Address: _____

City _____ State _____ Zip _____

I acknowledge that to the best of my knowledge the above information is correct.

Supervisor Signature: _____ Date: _____

***To Student: **Return this form, completed, to the CPP Office. Make a copy for your files. This form must be submitted to recognize these service hours as part of the community service requirement for graduation. Forms must be filed by May 31st for each school year (9-11th) enrolled at CrossPointe. Seniors must have documentation turned in by May 1st.**

CrossPointe Preparatory Office Use Only

Date Received: Recorded by: _____