



Serving People in Need

2009-2010  
Archbishop Murphy High School  
**SPIN Service Guidelines**

*“Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? And when was it that we saw you sick or in prison and visited you? And the king will answer them, “Truly I tell you just as you did it to one of the least of these who are members of my family, you did it to me.”*  
Matthew 25:37-40

**GENERAL INFORMATION**

Serving People in Need (SPIN) is an essential component of the community at AMHS. Service provides us with important opportunities for personal growth connection the needs of our communities, as well as the development of compassion and concern for others. Through SPIN, students are encouraged to step outside of their comfort zones, as that is where the greatest possibilities for growth lie. A worthwhile service project can have a deep and lasting impact on a student’s own life and those of countless others.

Each year during the established time period, AMHS students must complete an individual service requirement in order to receive credit for Theology class. The required minimum numbers of hours for each grade that must be served outside of school time are:

Freshmen	21 hours
Sophomores	24 hours
Juniors	30 hours
Seniors	35 hours

If students serve beyond the required number of hours, they are strongly encouraged to submit those hours as we will add that information to our records in PowerSchool.

Each student must keep a journal of reflections on service and complete service assignments in his/her Theology class. Theology teachers determine the requirements for the service journal. Students are encouraged to work through their own parishes or church community. In addition, all students are expected to participate in some way in the annual Thanksgiving Food Drive, the Christmas Adopt-a-Family program, and the Rice Bowl fundraising.

**Seniors** are expected to commit their time and energy to *one* organization. Their 35 hours of service and reflection journal will help produce their Praxis Project during 4<sup>th</sup> quarter of senior year. For their Praxis Project, they will select a contemporary social justice issue related to their service and complete an in-depth research project. In the fall, their Theology 12 teachers will provide an outline and timeline for this culminating learning experience.

**GUIDELINES**

- All service projects must be individually pre-approved each year by the Campus Minister no later than the end of the 1st academic quarter. The organizations listed beginning on page XXX are pre-approved, so students may serve hours, in line with the general guidelines, at these organizations without informing the Campus Minister.

The proposal will be reviewed by the Campus Minister and then, if appropriate, given approval. Please keep a copy of the signed form. Any submitted projects not meeting pre-approval while still meeting all other guidelines will only count for up to half the total hours submitted.

- Service hours must be done outside of normal school activities and hours. SPIN hours done during a school day will not count towards the requirement.
- Service should involve direct service to people in need.

- SPIN service must be done through a non-profit organization. The people served should be outside of the student's family, friends, and neighbors. Forms to be turned in to the Campus Minister must be signed by an official representative of the organization, not a family member. It is the student's responsibility to ensure that his/her supervisor can verify all specific hours, (e.g. sign in/out), keeping track of dates and times service is performed. The contact information must also correspond to the organization itself, not a home/cell phone, personal e-mail, etc.
- Service should not benefit the student materially (e.g. through money, gifts, as an internship, etc.), overlap with projects students are doing for other programs (e.g. Confirmation, Boy/Girl Scouts, internships, school clubs or teams, etc.), and should not be done to benefit Archbishop Murphy High School.
- If a student is working directly with people in need with an organization that also needs assistance with projects such as fundraising events, beautification work, maintenance, stocking, office work, planning service events, etc., these hours may count but only for one-third of the student's total hours. Training time and travel do not count for service hours.
- *Athletic-related service may only be approved if it is through organizations on the pre-approved list.*
- Service with animals only counts if the student also directly serves people in need, as with 'Little Bit' and 'EquiFriends', organizations on the pre-approved list.
- Any submitted project not meeting the deadlines while still meeting all other guidelines will only count for half the total hours submitted.
- Students may work in their church and parish. Liturgical ministries count only for the amount of time doing the ministry not for the duration of the mass or church service.
- **Seniors:** Seniors will be required to complete a specific form, in conjunction with Theology 12, for their project by September 30, 2009. If students plan to do their service during the summer, they must complete this form and give it to the Campus Minister for approval by June 18, 2009, or the hours will not count towards the requirement.
- Students should turn in all hours using the SPIN Service Hour Verification form or other equivalent written documentation to the Campus Minister. Any notes need to be on official letterhead from the organization. Each organization needs a separate form.
- Students who do not have their SPIN hours completed and turned in by the final deadline above will receive an automatic grade of 'Incomplete' in their Theology class for the third quarter. They will be unable to participate in any school extra-curricular activities until their hours are completed and the three week extended verification process is complete. A student's original grade will be restored if hours are verified within five weeks of the end of the deadline. If the hours are not verified within five weeks, the grade will turn to an 'F'. Students may also face additional penalties for their service journal and/or assignments, as they are separate graded assignments determined by their Theology teacher.

## **IMPORTANT DATES**

June 18, 2009	All proposals for summer hours are due.
September 30, 2009	SPIN summer service hours must be turned in and verified. Any hours served during the summer (6/18 – 8/27) must be verified.
October 30, 2009	If students are serving hours at other organizations not on the list, they must complete the Community Service Organization Proposal form (found on page XXX) by this date. No late forms will be accepted. Students must serve from the pre-approved list after this date.
January 22, 2010	If completed, all first semester service hours due.
March 31, 2010	All service hours must be turned in and verified.
April 2, 2010	SPIN journals due in Theology Classes.

## **HOW TO CHECK THE STATUS OF YOUR STUDENT'S SERVICE HOURS**

- Log on to PowerSchool.  
*(Use the username and password mailed to you. Contact Student Services if you do not have this information.)*
- Click on the "Comments" icon at the top of the page.
- Scroll down to the "Additional Comments" section. A summary of the hours your student has submitted is located in the Campus Ministry section.

If you have any questions, please contact Campus Ministry.

## **CONTACT US**

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