

Student name \_\_\_\_\_ Date \_\_\_\_\_

Home town \_\_\_\_\_ Advisor \_\_\_\_\_

1.) As you look for your ideal service site, with what **population** would you like to work with/ feel most challenged by? For example, are you passionate about working with children? Homeless people? The Elderly? Animals? The sick? Disabled people? Rank your top three choices below:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2.) As you anticipate activities and responsibilities that you will have next spring, what must you consider?

a. AP classes                      YES                      NO

(If yes, which?) \_\_\_\_\_

b. Athletic/work commitments                      YES                      NO

(If yes, which?) \_\_\_\_\_

c. Transportation considerations                      CAR                      MBTA  
OTHER \_\_\_\_\_

3.) Favorite GIA sites:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

4.) Possible Senior Service sites:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Please complete this survey and share with your advisor before turning in to Miss Piendak. This survey will help you consider what placements will best suit your interests for a senior service site. Miss Piendak should receive this survey by **Friday, December 18<sup>th</sup>**

## Contacting your service site

After you have decided the service sites you'd like to investigate, you should contact each one to speak with the potential site supervisor. Below are some hints on how to go about contacting your site supervisor.

Contact **MUST** be made by **Friday, January 15<sup>th</sup>, 2010!**

- If possible, Miss Piendak will provide you with contact information for your site supervisor. You will need to call this person to have a phone conversation or a meeting in-person.
- During the initial phone call, you should say something such as this:
  - “Hello, my name is \_\_\_\_\_ and I am a senior at Trinity Catholic High School in Newton. I am calling to speak with you about the possibility of working with you for my Senior Christian Service Project this spring. The Senior Christian Service Project places seniors in the community for the last term of our school year. I am interested in working with your organization because... I would very much appreciate an opportunity to meet with you to discuss the details of this experience.”
  - Questions to ask your site supervisor (either during phone conversation or in-person meeting):
    - What will be my responsibilities?
    - Will I be working with people at least 80% of the time?  
**(This is a requirement of the program)**
    - What are your hours of operation? When would I need to be present?
    - What qualities/attributes will you expect me to demonstrate?
    - Who will be my direct supervisor?
  - Politely thank the supervisor for speaking with you.
  - If you think you are interested in the position, arrange a time to meet with the supervisor to fill out the supervisor contract. This contract must be turned in to Miss Piendak by **Thursday, March 4<sup>th</sup>**.
  - Once you submit your supervisor contract to Miss Piendak, you may select your faculty mentor. *Faculty mentors will be chosen by students on a first-come, first-serve basis.*

*Sample letter sent to many of our Senior Service Sites*

Dear \_\_\_\_\_,

We feel that one of the greatest gifts that we can give to young people is to teach them the value and importance of giving to others. Trinity Catholic High School will provide this valuable learning experience for our seniors by allowing them to go out into the wider community to be of service to others. The success of this program will be due to the effort, generosity and talents of supervisors and faculty mentors who assist our students in this process.

This year, the Trinity Catholic Senior Christian Service Program will take place from *May 3<sup>rd</sup> until May 25<sup>th</sup>, 2010*. The program is a graduation requirement for each of our seniors, and has great potential to be a life-changing experience. Trinity Catholic is proactively seeking Catholic elementary schools and non-profit organizations in the Greater Boston area as potential service sites.

We appreciate your support in the past and hope you will consider partnering with us in this incredible opportunity. Included below you will find some information on the student expectations for this program. I hope that these clarify the role of the both the student as well as the site.

Senior service expectations:

- 1.) Provide an opportunity to give meaningful service to others. We ask that you ensure this to be direct service to others. Our program is based on one-to-one student/client personal contact. **An appropriate breakdown of the student's service would be at least 80% direct service with those in need.**
- 2.) On-site orientation and supervision for the student who is expected to work approximately 30 hours per week. (Students taking Advanced Placement classes will a few less hours in order to accommodate their exams.)
- 3.) Along with the faculty mentor who will meet weekly with the students, we will ask site supervisors to evaluate the student's performance at the end of the program.
- 4.) Students are expected to be prompt and on time.
- 5.) Students are expected to behave in a professional manner and are expected to adhere to all policies and guidelines as outlined in the Trinity Catholic High School student handbook.

In the coming weeks you may be contacted by one of our current senior students to speak more about a possible placement at your site. There is no obligation to participate in our Senior Christian Service Program. Due to past participation by your group or organization, we simply wanted to invite your participation again this year. Please note that because our students come from a variety of towns throughout the Greater Boston area, we cannot anticipate which placements will come to fruition. The administration of assignments will vary based on student interest and site availability.

If you have any questions, or would like more clarification, please feel free to contact me at Trinity Catholic High School at 617-244-1841, extension 349, or by email at [mpiendak@trinitycatholic.com](mailto:mpiendak@trinitycatholic.com). Thank you for all you continue to do to build a better tomorrow.

Sincerely,

Melanie Piendak  
*Director of Guidance/Sr. Service Program Coordinator*

# Policies and Procedures

As a student at Trinity Catholic High School and a participant in the Senior Christian Service Program, I agree to and accept all of the following policies throughout the duration of my Senior Christian Service Project.

## Attendance

- **In the event that you are sick** and will be absent from your service site, a parent/guardian must call your Site Supervisor and Trinity Catholic High School, *before 8:30 am*. On the day you return to your site, you will present a note excusing your absence to your Site Supervisor. The next time you meet with your faculty mentor, you will need to bring a note to Mr. Drury.
- **School rules regarding excessive tardiness and absence are in effect**. Each day you are tardy or absent will be recorded by Trinity Catholic High School. Excessive tardies or absences will result in disciplinary action to be determined on a case-by-case basis.
- Prearranged absences (college visits, family vacations) must be discussed with Miss Piendak and your Site Supervisor at least **5 days** prior to your scheduled absence.
- ***Any time missed from service must be made up prior to graduation.***
- **Students will be required to maintain a weekly sign-in sheet**, signed by their Site Supervisor. Weekly sheets will be turned in to the Faculty Mentor during the weekly meetings.

## Dress Code

- Your day-to-day dress code at your site will be determined by your Site Supervisor. You must remember that you are representing Trinity Catholic High School and you must wear appropriate and respectful attire at all times.

## Advanced Placement Students

- Students returning for Advanced Placement Courses must return to Trinity and be on time for all sessions. After the exam is complete, students need not return to Trinity for the AP class whose exam has been completed.

## Mentor Meetings

- Each student is required to meet with his or her mentor **during each of the three weeks** of the program. If you are unable to make a prearranged meeting due to sickness, you must call TCHS and leave a message for your mentor prior to 9 am.
- Attendance at mentor meetings will be checked each Friday. An unexcused absence will result in disciplinary action, including the possibility of not participating in graduation-related events.

## Behavior

- Students must remember that they remain students at Trinity Catholic High School during their participation in the Senior Christian Service Program. Any action outside of school time or during service hours that embarrasses Trinity Catholic High School will not be tolerated. **Students will be held accountable for their actions.**

## Reflection Meetings

- The Orientation/Commissioning and Reflection Meetings will take place at the following times:
  - **Reflection Meeting #1: Tuesday, May 11<sup>th</sup>, 6-8:00 pm**
  - **Reflection Meeting #2: Tuesday, May 18<sup>th</sup>, 6-8:00 pm**
  - **Reflection Meeting #3: Tuesday, May 25<sup>th</sup>, 6-8:00 pm**
- Attendance at Orientation/Commissioning Mass is **mandatory**. *Students who fail to attend a reflection meeting will be subject to disciplinary action, and can result in the student not graduating on time.* Absence from a meeting can only be excused ahead of time, and must be discussed with Miss Piendak.

## Academics

- Senior grades close prior to Senior Service. In the event that a student's academic standing prior to the beginning of the Senior Service Program does not qualify for graduation, that student is still responsible for completing Senior Service program hours as it is a graduation requirement.
- Senior Service is a Pass/Fail requirement. Failure to complete all aspects of the program will result in the student being unable to graduate. A pass or fail for Senior Service will be determined by the Program Coordinator (Miss Piendak) with the assistance of your faculty mentor and site supervisor. The criteria for your final grade includes: site visit assessment, small group assessment (Reflection Program), mentor assessment, reading and reflection question responses, daily journal entries, site supervisor evaluation, and your final reflection paper. Failure to complete the above may result in a failing grade and denial of a diploma at graduation.

## Co-Curricular Involvement

- Students who have signed-up for Spring Athletics, Fine Arts Productions or any other co-curricular program must not compromise their commitment to their co-curriculars in the name of Senior Service. Students must coordinate their schedule to honor all co-curricular commitments. **Senior service should never be an excuse to miss a practice, game, rehearsal or performance.**

# Site Contract

This contractual agreement indicates that the student, parent/guardian and site supervisor have agreed to partner throughout the course of the Senior Service Project dates, May 3<sup>rd</sup> – May 25<sup>th</sup>.

I have carefully read the Senior Christian Service Policies and Procedures, Program Requirements and Program Grading Rubric. I will abide by the expectations set forth and am aware that failure to comply with the aforementioned expectations may prohibit me from receiving a diploma.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have carefully read the Senior Christian Service Policies and Procedures, Program Requirements and Program Grading Rubric with my son/daughter. I will support him/her in any way possible and will hold him/her accountable to the expectations of the program. I am aware that my son/daughter's failure to comply with the aforementioned expectations may prohibit him/her from receiving a diploma.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I have carefully read the Senior Christian Service Policies and Procedures, Program Requirements with the student whom I will be supervising. I will support this student in any way possible and hold him/her accountable to the expectations set forth.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The above student is ready to begin his/her Senior Christian Service Project. As the Program Director, I will support him/her in any way possible and hold him/her accountable to the expectations set forth in the program expectations.

\_\_\_\_\_  
Miss Piendak

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Mentor

\_\_\_\_\_  
Date