

FAQs – SAN JOAQUIN MEMORIAL SERVICE LEARNING PROGRAM

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What is San Joaquin Memorial's service hour requirement?

As part of the graduation requirement, each student must complete 20 hours of community service each school year for a total of 80 hours by graduation. Of the 20 hours each year, 10 hours need to be direct, face-to-face, personally serving the marginalized (PSM). PSM hours must be service among the population the service benefits. See specifics below.

- All service hours, both PSM and general, must be completed with a nonprofit agency; neither volunteer work at a family member's or friend's business nor personal volunteerism (i.e. babysitting or caring for family members without pay) will be accepted. The agency/organization must be of nonprofit status.
- If you would like to take on an independent project outside of the stated parameters (i.e. feeding the homeless directly or cleaning a park) the projects must be pre-approved by the Service Learning Coordinator and/or the Director of Campus Ministry. To request approval for independent projects please e-mail the service office at sjmservice@sjmhs.org

When are service hours due?

December 1st is the Fall Semester Deadline. All students need to complete 50% (10 hours) of current school year hours. Failure to meet this deadline results in immediate ineligibility and an "NC" on the report card.

March 1st is the Senior Service Deadline. Seniors need 100% (20 hours) of all current school year hours to avoid becoming immediately ineligible.

April 1st is the Spring Semester Deadline. Freshmen, Sophomores, and Juniors need 50% (10 hours) of current school year hours due to complete the service requirements for the

Spring Semester. Failure to meet this deadline results in immediate ineligibility and an “NC” on the report card.

What counts as PSM (Personally Serving the Marginalized) hours?

To earn PSM hours, students must have an in-person volunteer experience serving a marginalized population. To complete PSM hours, connect with a nonprofit agency that benefits the poor, marginalized or disenfranchised. These agencies must directly serve those in poverty, living with disability or illness, or the neglected (ex. soup kitchens, convalescent homes, homeless shelters, at-risk youth programs, etc.).

PSM service is available through:

- Hospitals
- Convalescent homes
- Schools or churches that work with those below the poverty level
- Urban outreach/after-school programs that serve a poor/marginalized community
- Food banks and soup kitchens
- Special needs outreach services

(Note: Work must be done directly with the population in need. Work on fundraisers or serving at benefit dinners DOES NOT count toward PSM hours. They will only count as General Service.)

What types of activities Do Not count as PSM hours?

- Neighborhood babysitting
- Caring for family members
- Work with the SPCA
- Yard work/housework for neighbors
- Fundraisers/benefit dinners
- Collecting donations for an agency
- Altar serving
- Working at a food or clothing store

What happens if I do not complete my hours?

In order to graduate, students must complete service hours by the end of each and every school year; completing 10 hours by December 1 and 10 hours by April 1. Failure to meet these deadlines results in immediate ineligibility for all extracurricular activities and privileges. Those who receive a “NC” (No Credit) on their end-of-year report card have until August 1 of that year to submit the remaining hours owed to regain eligibility and to have the grade changed on their transcript from a “NC” to a “C” (Credit).

Students failing to submit the remaining hours by August 1 will be placed on the ineligible list. Ineligible students may recover their grade and regain eligibility only after their

remaining hours owed have been submitted, verified, and approved by the service office. Recovery dates for students to regain eligibility will be the 1st and 15th of each month.

Service eligibility is an academic requirement and is enforced as such. Ineligibility prohibits students from participating in school functions such as sports teams and practices, school dances, drama productions, leadership positions, club participation, senior privileges and special events. See the Parent Student Handbook for further clarification of the service deadlines and consequences for not meeting the deadline. (Includes the policy on Service Ineligibility and Taking Finals)

Getting Credit for Service and the 2-Week Rule

Each student must submit their hours through the x2VOL program noted on the Service Learning page of the website. All submissions must follow the 2-Week Rule whereby all hours are required to be submitted within 2 weeks of the date of service. Submissions made after the 2-week period has passed will not be school approved and will not count towards the service requirement.

If service hours are denied an e-mail will be sent by x2VOL and you will need to view the comment included and follow the noted instructions. Many times students need to make corrections and re-submit, all re-submission instructions are given through the comment section of each submission.

How do I check the progress of my service hours?

Students have 24-hour access to real time updates via their x2VOL profile by logging into their account and selecting "Opportunities & Projects" and then selecting "My Activity Log." This screen offers a detailed report of all service submitted and the progress of approval of each submission.

Note: Parents may only view their child's x2VOL profile by logging in with the student's username and password.

Additionally, service hours are updated throughout each semester on PowerSchool, visible by both parents and students. This update however is only a summary of what is reported in x2VOL so it is recommended for all students and parents to frequently review x2VOL submissions for the most accurate report.

How do I know when service projects are available?

The best way to look for opportunities is to check x2VOL by selecting "Opportunities & Projects" and then selecting "Find Opportunities." This forum allows students to see the projects currently available and also sign up for projects students would like to attend. If students would like to attend a project posted to x2VOL they must sign up on x2VOL to attend the project.

You may also check the service office for upcoming projects or meet with the Student Service Coordinator directly. A listing of common places to complete PSM service is also available on the Service Learning page on the website.

Does altar serving or singing in my church choir count?

Altar serving and church choir hours only counts toward general service. Students are encouraged to actively participate in parish life and to also step outside their comfort zones and serve in a variety of communities.

Do donations count?

Although donations are a noble act of charity, monetary and in-kind giving does not fulfill the mission and vision of Memorial's service-learning program. Donations are not accepted for PSM or general service hours.

COMPLETING HOURS IN ADVANCE

Students who are current with their service requirement as of May 1st may begin submitting hours to credit the upcoming school year. All 20 hours of service may be completed during the month of May and the summer to credit the upcoming school year. We encourage students to get a jump on their hours and complete as many as possible over summer break.

Can I serve more than 20 hours per school year?

Yes. Students who go above and beyond the 20 hours may log these hours in x2VOL to be part of their historical service transcript that can be used when applying for scholarships, programs, and college admissions as a senior.

Can I complete and turn in all 80 hours at one time?

No. Though admirable and great for the community, only 20 hours of service per year will be added to the grade book. A key purpose of Memorial's service-learning program is to keep each student continuously involved in the community throughout their time at Memorial, rather than just completing all the hours for the sake of getting them done. Thus, the hours completed within this school year will not count for future school years.