Community Service Policies and Procedures  
  
At Covington Catholic, we believe that our call to follow Christ is a call to serve others. Our Community Service Program embraces the words of St. Theresa of Avila that “Christ has no body but yours. No hands, no feet on earth but yours. Yours are the eyes with which He looks compassion on the world.”  
Because of this, we hope our Community Service Requirement will instill a life-long love of serving others in our community.  
  
The Community Service Requirement is 15 hours of service per year. At least 10 of these hours must be performed at agencies outside of Covington Catholic High School. All hours can be done outside of Covington Catholic High School. The following requirements must be met in order for seniors to receive their diploma and have their transcripts released:  
  
A senior in his 4th year at CCH will need 60 hours (at least 40 outside of Cov Cath)

* A senior in his 3rd year at CCH will need 45 hours (at least 30 outside of Cov Cath)
* A senior in his 2nd year at CCH will need 30 hours (at least 20 outside of Cov Cath)
* A senior in his 1st year at CCH will need 15 hours (at least 10 outside of Cov Cath)

**Description of Community Service**Community Service is actions done on behalf of those who are in need or to benefit non-profit agencies that help serve others. Examples of community service include volunteering at a hospice center or food pantry, tutoring and mentoring at-risk students, and helping schools and churches serve others. Community Service is not providing free labor for a for-profit business. Teaching free golf lessons at a club that charges its members is not community service, but volunteering to help an organization that gets inner city young people involved in sports is.  
  
Community Service is going above and beyond what is expected. It is not babysitting your younger siblings or cousins, raking your grandparents’ yard, or driving a neighbor to school. These are things we should be doing simply for being a family member, neighbor, or friend.   
  
If you have any questions as to whether your activities qualify for community service, ask the Community Service Director.

**All community service hours must be submitted on-line at** [**www.x2Vol.com**](http://www.x2Vol.com) within 30 days of completion of the service.

**How to set up your account on x2Vol**  
To set up your account at x2Vol, go to [www.x2Vol.com](http://www.x2Vol.com) and click the Join button on the upper-right. Then click on the Complete Registration button under “My school instructed me to complete my registration.” You will need to type in Covington Catholic and click the Search button. You will need your student ID number, which can be found on your ID, on your schedule, or in your Family Link account. Please contact the school if you cannot find this information. You will then be able to complete your registration. Please be sure to select the correct group, according to your graduation year.  
  
If you forget your password once you set up your account, go to the Log in Screen and select the “Forgot Password” button or contact the Community Service Director to reset your password. **Please do not repeatedly try to guess your password, as you will get locked out and have to contact x2Vol yourself to unlock your account.**  
Once you have registered, you will see a Common Tasks menu that includes “Find Opportunities” and “Add Hours.” You can look at upcoming service opportunities that have been suggested by Covington Catholic High School. However, there are many opportunities throughout the year that students find and complete on their own. You are encouraged to take the initiative to find opportunities that match your own personal calling to serve those in need.  
  
To log hours, go to “Add Hours” on the Common Tasks menu. In your activity log, there is a blue button labeled “Create New.” Enter the name of the Agency you served (for example, “Rose Garden Mission” or “Covington Catholic”) and a brief description of what you did for that agency.  
  
The next input area is for Contact information. It is very important that you include the name of an adult who can verify your service and a **correct email address** for that adult. **The most common reason that hours are not approved is that they have not been verified.** If the email address is incorrect, the contact person will not receive and email to verify your hours.  
  
Next, enter the date and the number of hours. The Reflection box is not necessary, but might be good to have when you are later applying to colleges and/or scholarships to help you fill out applications.  
  
In the next box, you must check either Cov Cath service or Non-Cov Cath service. If you do not select one of these, the hours will not show up for the Community Service Director to approve, even if they have been verified. **Do not apply hours to Non-Exclusive goals. They will not count!**You will then need to check the Oath Statement box and submit.  
  
Be sure to check back in a week or so to make sure your hours have been verified and approved. **Only APPROVED hours count towards your community service requirement.** If your hours have not been verified within a week, you may want to check with your Contact person to see if they received the link to verify. It may get sent to spam or lost in their inbox. You can resend the verification or edit the contact information if you go back into your log and Edit Entry.