

Community Service: Policies and Helpful Facts

Each student must complete fifteen hours of Community Service each year. **Any senior who has not fulfilled his community service obligation will not receive his diploma** at graduation, nor will his final transcripts be sent out, until the service has been completed, verified, and approved.

DEFINITION OF COMMUNITY SERVICE: Service is a genuine sacrifice on the part of the doer that involves compassion and extra effort; effort **over and above** an act of kindness for family or neighbors. We give our time and talent in service to our fellow men as representatives of Christ. It is done for people to whom we owe nothing, and yet, because of our obligations as Christians, we owe everything. "Ours are the eyes through which Christ's compassion must look out into the world." -St. Theresa of Avilla.

Service is working summer camp at Redwood School or sorting canned goods for the Salvation Army at Christmas. Service is umpiring softball games for the NKAR, or assisting in the annual Special Olympic Track and Field Day, putting together toys and bikes for the Steinfeld Toy Foundation for distribution to children in inner city Covington, who otherwise would receive nothing for Christmas. CCH service is **NOT** babysitting, mowing our neighbor's grass, or cleaning out our grandparent's attic. These are things we should do for family or neighbors just because they are family or neighbors. Service should be done for non-profit organizations. Service done for for-profit organizations, more often than not, end up being organizations taking advantage of free labor, and so they will not be accepted as service hours without prior approval by the Community Service Director.

CCH Community Service is divided into two categories:

BLUE hours refer to hours completed for the greater community (not for CCH). Helping handicapped children in Special Olympic events (here or elsewhere), tutoring, serving Mass in our parishes, mission trips, working vacation Bible schools, and working parish festivals are all examples of "blue hours". A minimum of 10 blue hours are required each year. All 15 hours of annual service required may be completed as "blue" hours.

WHITE hours are hours completed for CCH. Examples include working the football or soccer summer camps; helping with fundraisers like the Spaghetti Dinner, the Big Blue Hullabaloo, or a golf outing; cleaning up or preparing for athletic or club events; or being part of the usher crew at the annual Cov Cath/NDA play. Up to 5 "white hours" can qualify toward the 15 hours required annually, though each student is encouraged to do far more.

If you have any questions as to whether or not something qualifies for blue or white service, or whether something is considered service, see the definition of service in this handbook or have your son see the Community Service Director with questions. The program is designed to help CCH students experience compassion by working for those less fortunate. Helping friends, family or neighbors is not considered service unless there are extenuating circumstances.

All hours must be submitted online at x2vol.com, through the student's account, **within 30 days** of having completed (the last day of) the service. After 30 days, the work may not be submitted to count toward your Cov Cath service hours.

All students are eligible for the award of a **varsity letter** for community service. Letters are awarded to any student who has completed **forty (40) hours of service** in **six (6) totally different activities** for **six (6) different agencies or organizations**, all in the same school year (June 1 through May 31). **Thirty (30) of the total hours** (out of the 40 minimum) **must be categorized as "Blue" hours**. See above for details. Second, third or fourth awards will be in the form of the "bar" with an embroidered service emblem.

- **All hours must be logged online, within 30 days of completing (the last day of) the service.** Instructions of finding activities and logging hours are attached.
- If you have **forgotten** your **password**, you can have it reset and sent to your Email by clicking on the link, “[Forgot your Password?](#)” at x2vol.com/Login.html .
- If you have **forgotten** your **Email** address or need **help signing on, finding, or logging hours**, see Mr. Kleier, the Community Service Director. I am happy to help you. Do not let it go and think that the problem will go away. It will not go away, and you will be held accountable. Log hours as soon as possible after their completion!
- The **March for Life** counts for 20 WHITE hours and 5 BLUE hours, submitted separately. The **Nicaragua Trip** counts for 40 BLUE hours
- For **non-CCH extended service trips**, such as personal or parish mission trips and summer counseling camps, count each day at the mission as up to 8 BLUE hours. You do not get 24 hours of service hours: sleeping and eating do not count as community service. For example, if you spend 7 days at a mission in Appalachia you would submit up to 56 BLUE hours. See Mr. Kleier if you have questions or concerns regarding this policy.

HOW TO SET UP YOUR COMMUNITY SERVICE ACCOUNT

- 1) Go to www.x2vol.com
- 2) Click “**Join**” in the upper right-hand corner.
- 3) Click inside the box, and type “Covington Catholic” inside it. It should search and come up with Covington Catholic High School. Click on **Covington Catholic High School-Park Hills, KY**.
- 4) Put in your **Last Name** and **Student ID #**. Your ID # can be found at the top right of your schedule (in your planner), on your student ID card, or on your locker combination sheet.
- 5) Set your password and type in the rest of your personal information, going from page to page until the process is complete and your account is submitted for approval. **Please use your CCH Email address**. If you are not sure what your new Email is, it should be your full and official first name, period, your last name [@covcath.org](mailto:); for example, Joseph.Schmoe@covcath.org . Freshmen, **be sure to select Class of 2020** for current freshmen in the **Groups** section. Once your account is approved, you will be able to view your profile, submit your hours, search for new activities, and sign up for activities all on that web page.

***Please see the **Community Service Page** under **QuickLinks** (top right) on www.covcath.org for more details and instructional videos, or see or Email me, Mr. Kleier, at jkleier@covcath.org. Go Colonels!

HOW TO FIND SERVICE OPPORTUNITIES AND SIGN UP FOR THEM

- 1) **Sign into** your account, with your Email address and password, at x2vol.com ,
- 2) Go to “**Opportunities & Projects**” at the **Top Left** of your Dashboard.
- 3) Sign up both there on x2vol and by contacting the event organizer / contact person.
- 4) Then, just show up and help! Woohoo! Go Colonels!

HOW TO LOG COMPLETED SERVICE HOURS

*Log your hours completed **within 30 days** after having completed the activity!*

HOURS FOR WHICH YOU HAD SIGNED UP PREVIOUSLY

METHOD 1:

- 1) Log into your account at www.x2vol.com .
- 2) Scroll down your Dashboard to “**Recently Completed Activities**”.
- 3) Find activities that you have signed up for on the system that have passed. (The system prompts you to add these hours with a green “**Add Hours**” button.)
- 4) Click “**Add Hours**” and follow the directions from there, being sure to open the drop-down button and **specify BLUE hours or WHITE hours**.

METHOD 2:

- 1) Log into your account at www.x2vol.com .
- 2) Click on “**Opportunities & Projects**” at the **Top Left** of your Dashboard.
- 3) Scroll down to “**My Activity Log**” and do the same as above (in Method 1, Steps 3 & 4), clicking on “**Add Hours**” from activities for which you signed up.

HOURS FOR WHICH YOU HAD NOT SIGNED UP ONLINE PREVIOUSLY

- 1) Log into your account at www.x2vol.com .
- 2) Click on the green “**Add Hours**” button in the center of your Dashboard.
- 3) Click on the blue “**+ Create New**” button toward the center.
- 4) Fill in all of the information required on the page to “Create a Personal Project”, most importantly a **Name and Email Address** for the contact **person overseeing the activity**, the **Date that you performed the service**, and the **Goal (BLUE or WHITE Hours)** under “**Apply Hours to Goal(s)**”.
- 5) Check the oath statement box, once all is complete and true.
- 6) Click “**Submit**” to submit your hours for approval by the Community Service Director after verification with the contact who oversaw the activity. Woohoo! You have finished. Go Colonels!