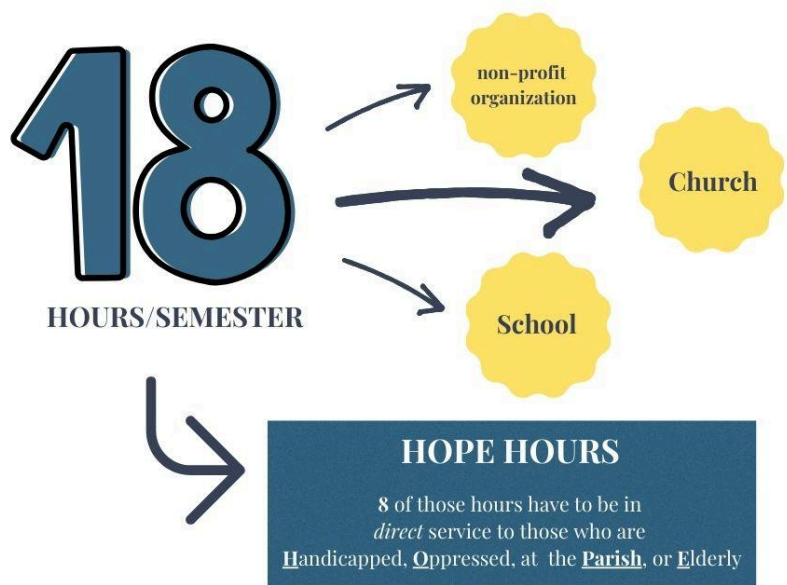


RONCALLI HIGH SCHOOL SERVICE LEARNING



QUESTIONS?

GERARD STRIBY

Community Service Coordinator
gstriby@roncalli.org

KATIE HIBNER

Director of Campus Ministry
khibner@roncalli.org



"Service isn't
about you,
it's about
those you serve."

Service Hour Checklist

- ☐ Find your own event or sign up for events on MobileServe
- ☐ Attend the service event
- ☐ Ask for the adult supervisor's email
- ☐ Log your hours on MobileServe
- ☐ Attach your Geolocation and a photo of you serving

REMINDERS:

- Log every service hour even if over 18 hours
- Rejected hours always have a comment explaining why
- Hours with no supervisor verification after 30 days will be rejected
- Mrs. Hibner is your contact for MobileServe, your Theology teacher is your contact for your grade

Community Service Group Project Submission Form

This submission form is for projects students would like to plan that may not have a nonprofit organization, Church, or school attached to them. Please submit this form for Roncalli to become your service organization and planning partner. This is a chance for you to be creative and show your responsible planning skills while completing service hours.

You may use this form to plan a group project that benefits any person that is clearly in need of help. This could also include projects that would benefit extended family members that are in need of help (grandparents, aunts, uncles, cousins, etc) but NOT immediate family members (parents or siblings).

Please fill out the form at least 7 days in advance of your project and you can expect an email response to let you know whether or not you have been approved. All submissions made with less than 7 days notice will not be approved.

Please note that this is NOT for every service opportunity. Just ones that don't already have a nonprofit organization, church, or school as the supervisor.

Please see Mrs. Hibner (khibner@roncalli.org) or Mr. Striby (gstriby@roncalli.org) with any questions.

MobileServe Reminders 2025/2026

Due Dates:

- Quarter 1 Checkpoint (18 point homework grade)
 - Monday, September 29th @ 11:59pm - logged in MobileServe by student
 - Thursday, October 2nd @ 11:59pm - verified by adult supervisor
- Semester 1:
 - Monday, December 8th @ 11:59pm - logged in MobileServe by student
 - Thursday, December 11th @ 11:59pm - verified by adult supervisor
- Quarter 3 Checkpoint (18 point homework grade)
 - Monday, March 2nd @ 11:59pm - logged in MobileServe by student
 - Thursday, March 5th @ 11:59pm - verified by adult supervisor
- Semester 2:
 - Monday, May 11th @ 11:59pm - logged in MobileServe by student
 - Thursday, May 14th @ 11:59pm - verified by adult supervisor

Joining MobileServe:

1. Visit mobileserve.com
2. Click the blue "Login" button in the upper right hand corner
3. Click the "Google" icon that is in the middle of the sign in screen.
 - a. You must use your Roncalli google account
4. Enter the information requested
 - a. Enter your birthdate
 - b. Your ID is your student ID given to you by Roncalli
5. When it asks for your organization code, use the one below for your class:
 - a. RHS: Class of 2026 **830625**
 - b. RHS: Class of 2027 **C049D2**
 - c. RHS: Class of 2028 **46EDB8**
 - d. RHS: Class of 2029 **D21FCE**

SERVICE TEAM:

- Your Theology teacher = your grade keeper
- Mr. Striby = Service Coordinator, helps plan projects, helps you connect with organizations
- Mrs. Hibner = technology and MobileServe help

Logging Hours:

1. Find a service event on the MobileServe calendar, our website, or through a non-profit, Church, or school.
2. Log service hours into the app while you are at the service organization.
 - a. Click "Log Hours"
 - b. Put the date when you SERVED
 - c. Time = in fractions of an hour (for example, 1:30 is really 1 hour and 18 minutes)
 - d. "Service Organization" = where you SERVE
 - i. Put the exact location
 - ii. Make sure to specify between parish and school if applicable
 - e. Select the category, HOPE or GENERAL
 - f. "Tell me your story" = what you did. Be specific!
3. Verification Requirements
 - a. Supervisor name - this should NOT be a parent
 - b. Supervisor Email
4. Recommended Additional Options
 - a. Pictures
 - b. Geolocation
 - c. Signature of supervisor
 - i. **Remember the more verification you have, the better off you are to have them verified, especially if the supervisor doesn't check their email!

Approval of Hours:

1. Your service hours have to be *VERIFIED* first by your adult supervisor, then *APPROVED* by Roncalli.

Your Activity Page:

mobileserve				
<div>Katie H</div> <div>HOME</div> <div>ACTIVITY</div> <div>OPPORTUNITIES</div> <div>PHOTOS</div> <div>SERVICE RESUME</div> <div>DASHBOARD</div>	YOUR ACTIVITY			
	1.3 Hours	Roncalli High School	✓	8/15/23
	1.5 Hours	Roncalli High School		8/15/23

2. *Approved* hours will show up immediately in your service log and will have a green checkmark next to them as shown by one log above.

From the activity page, you can see that one log has been rejected:

mobileserve				
<div>Katie H</div> <div>HOME</div> <div>ACTIVITY</div> <div>OPPORTUNITIES</div> <div>PHOTOS</div> <div>SERVICE RESUME</div> <div>DASHBOARD</div>	YOUR ACTIVITY			
	1.3 Hours	Roncalli High School	✓	8/15/23
	1.5 Hours	Roncalli High School		8/15/23
	15.0 Hours	Roncalli High School	✗	8/15/23

Click on the log to view this:

Katie H

HOME

ACTIVITY

OPPORTUNITIES

PHOTOS

SERVICE RESUME

DASHBOARD

mobileserve


AUG. 15, 2023


15.00

Service Hours

Roncalli High School



SERVICE DATE: Aug. 15, 2023

VERIFICATION 

 The supervisor rejected your hours.
Reason: Not HOPE hours and you did not work for 15 hours

SUPERVISOR: Katie (khibner@roncalli.org)

PROMPT: Please give a detailed description of the service you provided.
I worked the concession stand.

CATEGORY	ORGANIZATION	APPROVED
2023 Fall Semester Hours HOPE	Roncalli High School	 

EDIT

DELETE

COMMENT:

"Supervisor rejected these hours"

- You can see here the hours have been *rejected* by Roncalli and there is a checkmark and comment. If hours are rejected, there will ALWAYS be a reason given. If you are able to fix the mistake, you can fix it and resubmit it. That is your responsibility to look at the rejections and fix those logs if you want them to count.

How to see if your hours have been verified or approved:

- Go to “Activity” → click on the service log
- If you see the envelope, that means your supervisor has verified your hours.



1.50
Service Hours

Roncalli High School

SERVICE DATE:

Aug. 15, 2023

VERIFICATION



SUPERVISOR

Katie Hibner (khibner@roncalli.org)

PROMPT:

Please give a detailed description of the service you provided.

I helped set up for Mass in the ASV with Mr. Crissman and Mr. Miller.

CATEGORY	ORGANIZATION	APPROVED
2023 Fall Semester Hours	Roncalli High School	 

You don't need to do anything else, you are waiting on final approval from Roncalli. Teachers will not put grades in until Mrs. Hibner gives the okay that all hours submitted by the deadline have been approved.

- If you see no envelope, we are waiting for your supervisor to verify the hours.

FEB. 29, 2024

1.00
Service Hours

St. Mark Parish

SERVICE DATE:

Feb. 29, 2024

SUPERVISOR

K. Hibner (khibner@roncalli.org)

PROMPT:

Please give a detailed description of the service you provided.

I served as a Eucharistic Minister at 10:30am Mass.

CATEGORY	ORGANIZATION	APPROVED
2024 Second Semester Hours HOPE	Roncalli High School	

You can reach out to the adult supervisor of the project to see if they received the email.

HOPE → Handicapped, Oppressed, **Parish**, or the Elderly

Parish Hours

- **Leadership** roles in parish ministry
- What these ARE:
 - Leading a Confirmation class
 - Staffing an event for parishioners
 - Leading a youth night
 - Working a retreat for younger parishioners (+ planning for them)
 - Working the South Deanery Youth Day
 - Working an event for middle school students
 - Participation in Mass as an altar server, lector, Eucharistic Minister, or hospitality minister
 - Leadership in Vacation Bible School
 - Parish festival volunteering during the summer
 - Teaching CCD
 - Assisting with RCIA
 - Assisting with funeral ministry
 - Assisting with childcare for parish events
 - Working at a Parish food pantry
 - Providing translation services for parish (or parish/school) events
 - Taking Communion to shut ins with parishioners
- What these are NOT:
 - *Participating* in youth events
 - *Showing up* to youth group
 - Attending Mass with no leadership role (this doesn't count for any service hours)
 - *Working after school care
 - *Athletic concessions, coaching, etc
 - *Tutoring or after school programs for the schools
 - *Volunteering at the grade schools or in the classrooms for teachers

note that these opportunities still count as regular service hours, just not HOPE hours