

The Bishop's School



2022-2023

Upper School Guide for Community Service

"The best way to find yourself is to lose yourself in the service of others."

— Mahatma Gandhi

The Bishop's School Mission Statement

Bishop's is an Episcopal school that nurtures students of intellect and character to think independently, learn collaboratively, grow their sense of self and act with greater purpose.

Community Service Program

The Bishop's Community Service Program recognizes the importance of serving others at our school, locally, and globally. The service program guides students to find meaningful and consistent service projects through their personal interests and passions. These projects lead students to develop meaningful relationships, have mindful self-reflection and have the compassion to serve others.

As part of the program, students will work regularly with a service organization of their choice. Throughout their service experience, students will reflect and answer questions on the service platform called Treedom. This platform is designed to keep track of each student's individual hours, pictures and reflections.

Where to start?

- Find your passion.
 - What are my interests? What are my gifts?
 - Brainstorm and discover your passion.
- Research organizations.
 - Find an organization that fits your personal passion.
 - Make sure your efforts are directed to a nonprofit organization.
- Develop a plan.
 - Commit to a certain number of days and hours each week/month. Working with a group for an extended period of time is mutually beneficial for you and the organization.
 - Focus on the giving of yourself and your time, not giving money or spending time on fundraising efforts.
- Read reflection questions before the service project.
- Plan service activities ahead of time.
- Build relationships by being a dependable volunteer.
 - **Be consistent** with your time throughout the school year.

- If for some reason you are unable to be present for a project, let the supervisor know as soon as possible – courtesy is always important.
- Smile, enjoy yourself and become truly involved in all you do. Your attitude is a major factor in determining the quality of your experience.
- Document your project. Who, what, where, when and why, by reflecting on the online service platform. Each student will have their own personal service platform that they can access through the student resource board in Blackbaud and through the links below.
 - Students must create an account and log in with their Bishop's email address.
 - New students will be notified when this is available for them.
 - <https://student.freedom.co/login>
 - [Get the App](#) on phone or ipad
- Share your experience with your community.

Service Learning Requirements

All upper school students are required to complete **20** hours of service each year. At least **50 percent** of the total four-year, **80-hour** requirement must be completed in the off-campus community. Up to **50 percent** of the total hours required may be done for the Bishop's community but none are required in this category. The **80-hour** requirement is adjusted for new students entering Bishop's after their freshman year.

Hours may be carried forward from year to year so by the end of each school year the requirements are as follows:

<u>Freshmen:</u>	20 hours	Off-campus and/or Bishop's, any combination
<u>Sophomores:</u>	40 hours	Off-campus and/or Bishop's, any combination
<u>Juniors:</u>	60 hours	Off-campus and/or Bishop's with a minimum of 20 hours off-campus
<u>Seniors:</u>	80 hours	Off-campus and/or Bishop's with a minimum of 40 hours off-campus

You can fulfill all of your hours off-campus.

Off-Campus Service

Any off-campus service opportunities must be done with an organization or a non-profit that provides assistance and gives back to communities in a meaningful way. An adult supervisor from the organization needs to verify the student's work and hours completed. Serving with these types of organizations gives students the opportunity to connect with community leaders, build relationships, gain experience and put themselves in situations they are not normally in on a daily basis.

Examples of service projects that do not count toward hours:

- Working for a parent's company (unless the organization provides assistance and gives back to communities in a meaningful way and a student is unpaid)
- Any volunteer program that is a part of a religious service at a house of worship does not qualify for service hours. However, students may volunteer with their religious communities as a part of their outreach programs to the local community.
- Beach clean-ups count only with an organized program, not by yourself or with your family.

These are just a few examples of projects that do not count for hours. If you are unsure about a project, please speak with Mrs. Gomez.

On-Campus Service

Any service that is conducted on or for the benefit of the Bishop's community is considered "on-campus service." Examples of this type of service would include, but are not limited to, helping at the annual Christmas Tree Lighting, serving as an usher for a performing arts production, or managing a sports team. Please check with Mrs. Gomez if you are unsure about a particular activity.

Students who apply for or are part of the following on-campus groups will not receive service hours unless specified by the adult leader of the group:

- Peer Support
- Head Ambassadors
- Chapel Council or Chapel Music
- Community Service Initiative CSI

Exchange Students who are working toward the completion of a Bishop's diploma are required to complete 20 hours of service. These hours can be completed on or off the Bishop's campus. If a diploma is not sought, no service hours are required.

SYA Students

Students who study abroad need to communicate with Mrs. Gomez the year prior to departure. Students are not required to fulfill their 20 hours while studying abroad and the school will waive the 20 hours for that school year.

Service Requirement Deadlines

All reflections must be submitted within six weeks of the service project

Dec. 1, 2022 Deadline

1. All upper school students must have **completed 10 hours** of the current year's requirement by this date. A student's hours must be approved by their supervisor and read by Mrs. Gomez by December 1, 2022.
2. Students who do not make this deadline will need to communicate with Mrs. Gomez to come up with a plan to complete.
3. Students in grades 9-12 who have not completed their service obligations and who do not communicate with Mrs. Gomez will have their names turned in to the dean's office.

April 20, 2023 Deadline

1. All upper school students must have completed all of their 20 hours by this date. A student's hours must be approved by their supervisor and read by Mrs. Gomez by April 20, 2023.
2. Students who do not make this deadline will need to communicate with Mrs. Gomez to come up with a plan to complete.
3. Students in grades 9-11 who have not completed their service obligations by this date will be assigned to graduation work duty the week after school gets out.

Six-week rule

Students must submit their hours and reflections online before or no later than six weeks after the completed activity. If a student has an on-going activity, the student will need to submit the reflection prior to each deadline with all of the dates. For example, a student completed a service activity on Aug. 10, 2022. Their reflection and hours would need to be submitted online before or by Sept. 21, 2022.

April 20, 2023 Application Deadline for the Presidential Volunteer Service Award

The President of the United States presents the Presidential Volunteer Service Award (PVSA) to any student who has completed 100 or more hours of service from April 20, 2022 to April 20, 2023. Awards are given as follows: bronze (100-174 hours), silver (175-249 hours) and gold (250+ hours). All upper school students fall into the young adults category for this award.

June 1, 2023 Deadline

Seniors who still have not completed their service hours by 10 a.m. on commencement day **will not be awarded The Bishop's School diploma at graduation.** The diploma will be received when the required hours are completed.

Community Service Forms and Information

To receive credit for your project, students are required to provide the information below in the online system. Every field is required when submitting hours and the online reflection. Be sure to submit hours on a monthly basis.

Before starting a project, please gather the information below from your supervisor. Inform them that they will be receiving an email to confirm your hours (in one simple step) but can only do this with the correct email. An email is required and/or a signature if the supervisor is present to sign your app.

Name of organization:
Date(s):
Time(s):
Hours completed:
Type of service:
Supervisor's name:
Supervisor's email:
Supervisor's phone number:

Logging Hours and Reflection Instructions

- Make sure you have the [Freedom App](#) downloaded to your device or you can log in to your account on a computer at <https://student.freedom.co/login>.
- Enter all of the required information. A supervisor email and/or signature is required for approval.
- Reflect on your experience and use the [reflection questions](#) to prompt deep reflection after each service experience.
- Answer a total of **three off-campus questions** (in complete sentences) for an off-campus project.
- Answer **two on-campus questions** (in complete sentences) for an on-campus project.
- Reflection instructions are [linked here](#).
- Choose different questions every time you reflect.
- Mrs. Gomez and your supervisor will approve the hours and the reflection.
- For ongoing service projects, use a [Google sheet](#) to keep track of your recurring service activities.
 - Submit your ongoing projects prior to each deadline.
 - Reflections should be longer if there are more than two dates.
- Enter each date of the project when logging your ongoing projects.

Off-Campus Reflection Questions

Use these questions to guide your service blog. **Choose three questions** that apply to your service activity. Try to pick at least one from each section. Pick questions that you can answer in complete sentences. For ongoing projects, choose different questions for each reflection.

First Level Experience Questions

What can you tell us about your experience?

What was your project? What did you do there? Who was involved? What were your expectations of the experience?

How was it or wasn't it like your expectations?

What did you like/dislike about the experience?

How did the environment affect the way people acted?

How did you feel around the people you shared the experience with?

Have your perceptions of the people changed since the experience?

Would you have done anything differently? Why and how?

How can you improve your next service experience?

What suggestions or ideas could you give the organization/people to improve?

Second Level Experience Questions

How did this experience make you feel?

Describe what you have learned about yourself as a result of your service.

Was your feeling unique in this experience?

What adjective would you give to describe the experience? Explain.

What metaphor would you give to describe the experience? Or for the feeling? Explain.

Can you give one positive and one negative image about your experience? Explain.

What was the most comfortable aspect of this experience? Least comfortable?

If given the chance, would you participate in this experience again? If not, why not?

Third Level Experience Questions

Social Issues / Economics / Race / Gender / Age

Why do you think economics made a difference in the situation?

Did race make a difference?

What about different life experiences?

Were they male/female or non-binary?

What is the immigration status?

Were they with their family or on their own? Why?

What cross-cultural issues do you perceive?

Ethics - Ought / Should / Right

Let's think about the ethics involved in this.

What is wrong with that?

What justice issues are indicated?

What about rights? Dignity?

What are the consequences?

What are the community values involved?

Self

How does that relate to you?

Do you have any ethical responsibilities?

Is this something you should care about?

What can you do about it?

What choices are available to you related to this issue?

What other questions do you need answers to/about?

What is the most important question to answer at this time for you?

What sense do you make out of all of this?

How great of an impact did these experiences have on you?

How can you keep this experience alive?

On-Campus Reflection Questions

Please **choose two questions** below when reflecting about on-campus service. Use these questions to guide your service blog. Answer in complete sentences. For ongoing projects, choose different questions for each reflection.

What was your service project?

How did you help the Bishop's community?

Why did you choose this service activity?

What have you learned about your community?

What are the best things you discovered about your community?

What are some of the pressing needs/issues in the community?

How can you make our community better?

What characteristics make a community successful?

What specific skills have you used during your on-campus service?

Describe a person you've encountered in the community who made a strong impression on you, positive or negative.

Would you do this service activity again? Why or why not?

What have you learned about yourself?

Opportunities

Service opportunities can be found on the [Service Opportunities](#) Google document. Projects will be posted and updated weekly.

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