

## APOSTOLIC WORKS – Quick Facts and FAQs

### 9<sup>th</sup> Grade: (15 hours) – “Passion for the Mission”

- Apostolic Works must be with a **NON-PROFIT** that helps the community in an area that assists students identify their personal works passions. The **NON-PROFIT ORGANIZATION** may not contradict the teachings of the Catholic Church. Please see the “Where can you serve?” section of this document for clarification of what constitutes a Non-Profit.

### 10<sup>th</sup> Grade: (15 hours) – “Building Community”

Apostolic Works must be with a **NON-PROFIT** that helps the community in **AT LEAST ONE** of the following areas of concentration:

- **Faith Life**- Examples: Parish; Chapel; Synagogue; Mosque; Temple.
- **Human Life & Human Dignity**- Examples: Elderly; Disabled; Sick; Children/Adults with Autism & Special Needs; Bullying; Eating Disorder Advocacy; Respect for Life clinics; Health Walks; Educational Leadership; Sports & Recreational Assistance; YMCA; Boys & Girls Club; The Arts; Immigration.
- **Economic Life**- Examples: Homelessness; Poor and Underprivileged; Food Banks.
- **Ecology, Environmental Life, and Animals**- Examples: Beach clean-ups; City clean-ups; Water conservation; Recycling Projects; Gardening Projects; Animal Shelters; Guide Dog Training.
- **Promotion of Peace** - Examples: Peace Walks; Museums that promote Peace; Operation Gratitude; Community Centers.

Please see the “Where can you serve?” section of this document for clarification of what constitutes a Non-Profit.

### 11<sup>th</sup> Grade: (20 hours) – “DEUS Caritas Est (God is Love) – Continuing Adèle’s Mission”

Apostolic Works must be with a **NON-PROFIT ORGANIZATION** where the student provides a **DIRECT** service to PEOPLE IN AT LEAST ONE of the following areas of concentration of DEUS (Disabled, Elderly, Under Privileged or Sick):

- **Disabled** – Examples: Children/Adults with Special Needs; ARC, Ride-On, Adult Day Care Centers, Special Olympics.
- **Elderly** – Examples: Convalescent Homes, One Generation, Senior Centers.
- **Underprivileged** – Examples: Food Banks, Rescue Missions, tutoring at Guadalupe Center, Boys & Girls Club.
- **Sick** – Examples: Convalescent homes, Children’s hospitals, hospitals, hospices.

#### **PLEASE NOTE:**

- Service to Chaminade is **NOT** applicable for Junior year Apostolic Works.
- Service with animals is NOT applicable for Junior year Apostolic Works.
- **DIRECT SERVICE** - Direct service means, the student must work directly with the population that the non-profit is servicing. A student will have face to face interaction with the population they are serving. Participating in “walks” or “runs”, etc. **DO NOT** qualify as DIRECT SERVICE.
- A hospital or convalescent home/hospital is the only exception when a student can work at a for profit organization.
- Please see the “Where can you serve?” section of this document for clarification of what constitutes a Non-Profit.

### 12<sup>th</sup> Grade: (25 hours) - “Magnificat – Saying Yes, Like Mary”

Apostolic Works must be completed in one of two ways:

1. **Magnificat Project** - Seniors design, develop, execute, and evaluate a service project. The project can benefit the Chaminade community or an off campus, non-profit organization. Students may work individually or in small groups of no more than 3 students with a faculty mentor. If a student opts for this option they **MUST** attend a **MANDATORY** information meeting.
2. **Magnificat Hours** - Service must be with **ONE non-profit organization**.

**Can I complete my Apostolic Works hours during the summer?** Since Apostolic Works is integrated into the Religion curriculum, students may earn credit for **half** of the Apostolic Works expectation during the summer (7.5 hours for 9<sup>th</sup> and 10<sup>th</sup> grades, 10 hours for 11<sup>th</sup> grade and 12.5 hours for 12<sup>th</sup> graders). Summer hours start on the last day of the Spring semester until the first day of the Fall semester. All summer claims must be made by Sept. 30 and verified by Oct. 7 in order to be applied to your expectation.

**Do I need pre-approval of my Non Profit Organization prior to doing my service?** NO. Please make sure your service meets the grade level theme and expectations.

**Where can I serve?** ALL service must be with a **NON-PROFIT ORGANIZATION** that does not contradict the teachings of the Catholic Church. A **nonprofit organization** is an organization whose purpose is something other than making a profit. It is dedicated to furthering a particular social cause or advocating for a particular point of view. The only exception to the non-profit requirement are hospitals, convalescent homes, and schools. For further clarification, please ask the Office of Campus Ministry.

Some **examples of service that does not meet the requirement are:** washing your parents' cars, helping your elderly neighbor take out their trash, giving a homeless person your left-over lunch, tutoring a friend, helping your sibling with homework, etc.

**How do I find somewhere to serve?** There are several ways you can find Apostolic Works that fit your passions:

- We often post service opportunities in the CTW (Chaminade This Week) that is emailed every Sunday.
- Service opportunities can also be found on the following website: <http://www.laworks.com/>
- See the Apostolic Works Opportunity Notebook located in Campus Ministry.

**Can I help at Chaminade during the school day?** Hours done for or at Chaminade during school hours do not count toward Apostolic Works hours. For example, Special Olympics held at Chaminade during the school day or serving at Mass. Leading a Chaminade retreat does not apply, either.

**What steps do I complete AFTER doing my service?** Hours must be CLAIMED, VERIFIED & APPROVED

1. The student must log their **"CLAIM"** (the service they performed) into their **x2VOL account**.
2. The supervisor at the Non-Profit must **"VERIFY"** that the student has completed claimed hours. **It is the student's responsibility to follow up that their hours are verified by the organization & follow up if necessary. HOURS CAN BE VERIFIED ONE OF THREE WAYS:**
  - I. **Electronically through x2VOL.** This is the preferred method of verification. After a student has claimed their service hours on X2VOL, **an email from x2VOL (NOT CHAMINADE)** is sent to the students' supervisor at the Non-Profit asking them to verify the hours claimed by the student. Students must inform their verifier that **an email will be sent to them from x2VOL, not from Chaminade.** The email will ask the supervisor to verify the student's service.
  - II. **Apostolic Works Form** – If a Non-Profit will not verify electronically, a student must have the supervisor sign the Apostolic Works Form (available online: <http://www.chaminade.org/document.doc?id=1044> ). Students must bring the original, completed form to Campus Ministry.
  - III. **Non-Profit Service Hour Form** – Some places use their own forms to verify hours. Students must bring those signed forms to Campus Ministry.
3. Service cannot be **"APPROVED"** by Campus Ministry if a student's hours have not been **claimed** and **verified**. Campus Ministry will approve when:
  - A student **"Claims"** service hours on X2vol (see steps above for details).
  - A student submits **"verification"** of their hours (see steps above for details).

\*Please note: If a parent is being used as a verifier, you must explain what your parent's role is at the Non-Profit.

## **How does my Apostolic Service affect my religion grade?**

You will be graded on the following Process pieces:

- First semester Religion class- **Written Action Plan.**
- Second semester Religion class - **Written Final Reflection.**

Apostolic Works HOUR requirements DO NOT lower your final religion grade, but are a requirement for graduation. Not completing your service will affect your graduation.

## **When are Apostolic Works Hours Due?**

9<sup>th</sup> – 11<sup>th</sup> grade - All hours are due by: **Monday, April 30, 2018**

Seniors – All hours are due by: **Monday, April 9, 2018**