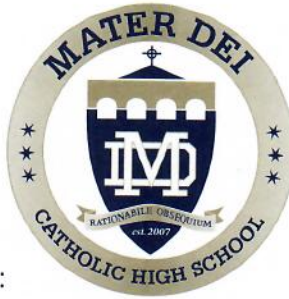


August 19, 2019

Re: Student Christian Service

Dear MDCHS parents and students:



As followers of Christ, we are called to serve our brothers and sisters. Each year MDCHS students are required to actively contribute to the community as disciples of Christ by engaging in Christian service. Service must be performed with a non-profit organization. Students may not receive monetary compensation for their service, and the work completed must not generate profit for the organization. Students are required to complete 25 hours of service a year to meet the 100-hour graduation requirement. Any hours of service exceeding the required amount per semester is applied to the following year's requirement. It is important to note that students are required to complete service based on the years in attendance at Mater Dei Catholic High School. Students are required to submit a verification letter authenticating the completion of their service. In addition, students are required to complete a service inventory and write a service-learning paper. This will account for 15% of the student's second semester course work. This is a significant aspect of the overall Theology grade. The submission date for documentation including the inventory, verification, and service paper is **April 29 and 30, 2020** through the student's Theology class. Theology teachers will provide guidance in class for this process.

Documentation and Verification Instructions

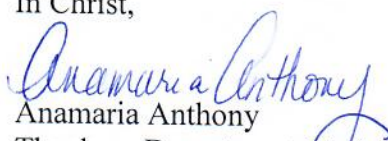
Students must submit a verification letter from the non-profit organization which is written and signed by the adult service supervisor. The verification letter must be on the organization's letterhead, have an official business card attached, or have an official seal or stamp from the organization. An official timecard from the organization is acceptable.


On campus service may not be done during school hours unless authorized by administration. MDCHS supervisors (i.e. teachers, staff or coaches) must provide a letter of verification on school letterhead or an approved form verifying any on-campus service. All letters must verify the number of hours and briefly state the nature of the student's service. The supervisor writing the letter must include their contact information. Missionary trips and service organizations in Mexico must be approved by the student's Theology teacher prior to beginning their service.

Please note that hours may not be given for food or item donations. Also, hours are not transferable between MDCHS students. Parents or other family members may not do the work for the student.

We ask that as a family, you discuss the appropriateness of the service and location, as well as the time when this work is to be done during the school year. We pray that by serving others, our students see the face of Christ in those we serve.

In Christ,


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