

# FIAT PROGRAM

## Updated June 2009

*The following revision reflects the merger of Prep and Villa and decision to change Prep's total hour amount to comply with Villa's*

**Catholic teaching calls us to serve those in need and to change the structures that deny people their dignity and rights as children of God. Service and action, charity and justice are complementary components of parish [and school] social ministry. Neither alone is sufficient; both are essential signs of the gospel at work**

**(Adapted from U.S. Bishops, Communities of Salt and Light)**

### **Faith Integrated Into Action Theology Community Service Program**

The philosophy espoused by the Theology Department of Cathedral Preparatory School is that the community is the heart of Christian, Catholic education not simply as a concept to be taught but as a reality to be lived. Persons must be moved to build community in all areas of life. Education can best assist in this matter by allowing students to experience the meaning of community through service.

Eucharist is especially able to foster community in that it is at once a sign of community and the cause of its growth. Therefore, the integral task of Christian, Catholic education should be to create readiness for growth in community through worship and through the participation in events of everyday life. It should seek to generate community within its own programs and institutions.

During each of the four years at Cathedral Preparatory School, all students

are required to perform a minimum of 25 hours each year or a minimum of one hundred cumulative hours of direct services to the community of the church, school and society. Students are to have the proper verification forms to validate their experiences and these forms are to be handed into the Theology teachers and then to the Department Chairman, Mr. Antonio Francisco Del Rio.

All service must receive prior approval from Mr. Antonio Francisco Del Rio, the Director of Student Volunteerism, or your theology teacher. At the end of each year, all students are required to submit a summative reflection paper to his theology teacher. All verification forms and summative reflections will be given to your Theology teacher for record maintenance. A time schedule will be given to each student at the beginning of the year.

*Failure to complete the service project, the actual hours, proper verification and an acceptable summative reflection (in accordance to the form determined by the Theology Department Chairman,) in accordance with the policy will result in:*

- A. No diploma will be given to a senior. When the paper and/or verification(s) is/are completed, an adjustment will be made to the student's grade (in accordance to the policy.)
- B. The reception of zero for service will be given – impacting the Theology grade - will occur for a junior, a sophomore or a freshman and given a failure to comply through the discipline code.
  - ❑ Students failing to complete the prescribed service will be obligated to complete the necessary hours, in an assigned agency and under the supervision of the Theology Department.
  - ❑ The student's theology grade will be impacted by 8 service grades throughout the year. Theology Department reserves the right to withhold a final grade until the completion of the required hours. After the successful completion of the community service, an adjustment may be made to the student's grade.

Please make reference to the specifics of this policy as outlined in the following sheets. All students will be held accountable to the rules and procedures of this policy. All students should make sure to accomplish the hours before the due date. If there are any questions, please direct them to the **Theology Department Chairman and Student Volunteerism, Mr. Antonio Francisco Del Rio at 453-7737, Ext. 274.**

Students are expected, and mandated for graduation, to perform, at least, 25 hours of service annually. By graduation, each student should have performed a minimum of 100 hours of community service for the class of 2013. [Note: Class of 2010 – 85 hours; Class of 2011 – 90 hours and Class of 2012 – 95 hours.]

Not all help rendered another is considered community service. Students and parents are asked to review the following guidelines:

- ◆ **COMMUNITY SERVICE** refers to work that an individual performs for which he is not given pay or other fiduciary remuneration. The student should plan to set up opportunities of service whereby he will learn the needs of the community and thus sacrifice his time. This is the action of caring for others through personal contact or advocacy, in the school, in the church or in the community, with preparation and reflection.

- ◆ Students are encouraged to spend time in one agency to get a full experience of service; however, students MAY divide their service hours among the following three categories: (1) church, (2) school and (3) community. *Again we encourage students to get involved in a community organization and to complete all hours there. (With special permission, all hours may be performed at a specific community organization/agency. Prior permission should be obtained)*
- ◆ Each student will maintain a service learning cumulative record of his service hours. Upon the completion of any hours, the number of hours will be collected in the Theology classes and computed in a central location in Theology/Student Volunteerism Office (Mr. Antonio Francisco Del Rio's office – next to Room 306). Students should check their hours maintained against the periodic cumulative list posted in theology classes; online and in the Theology Office.
- ◆ Any student transferring into Cathedral Preparatory School will meet with the Service Coordinator and draw up a service plan. Transfer students will be required to do a representative amount of the hours for that year. Seniors transferring in Cathedral Preparatory School during the school year must complete a plan with the Theology Chairman. The Principal will approve all service plans. Any seniors who transfer into the school, from private or out-of state institutions during the second semester will meet with the Coordinator to discuss this requirement.
  - ◆ *Church service* refers to assistance given to Religious Education programs and retreat teams; helping to coach parish/church teams; after-school programs; assisting teachers or the principal with projects; Functioning as Religious education aides or teachers; painting and other maintenance projects; parish/church festivals and projects of the PTO, Rosary Society, Knights of Columbus and etc.
  - ◆ *NOTE: Altar serving, Eucharistic ministry and being a lector, Music ministry, and some Youth Group Activities are considered parish obligations and privileges and as such unacceptable as community or church service. Any work that is in question should be directed to the Coordinator or for prior approval.*
  - ◆ *School service* refers to assistance given to the general projects of the school, which reach out into the community and are set up by the Service Learning Office. This also includes administrative projects such as Open House, Harvest Gala, Headmaster's Dinner, Auction, Alumni Weekend, and Alumni Golf Tournament; also special religious, cultural, artistic and athletic events and mailings. Opportunities are provided through the Key Club, a service club, and all students are encouraged to participate. Students may help as tutors for the in school Tutoring Program; help as members of Retreat teams for T.E.C. and parish retreats; assist the Athletic trainer as a student trainer; or help athletic teams as managers.

- ◆ *NOTE: Students may assist the Facility Director, Mr. Gary Nemenz, for no more than one-fifth of his hours (5 hours). Students may assist individual faculty members with in-house projects for no more than one-fourth of his hours (5 hours). No work performed as part of your obligatory membership in club, sport, or activity is considered community service. Sub sales and ticket sales do not qualify as service hours. No work performed during the course of the school day will be considered acceptable. Community service is to be done on your own time.*
  
- ◆ **Community service** refers to a variety of tasks performed through the community organizations established in our area to meet the needs of people. A list of some of the many agencies is attached to this form to help students and parents to find agencies that might be contacted. Throughout the year, these agencies provide opportunities for students to get involved and help on a variety of projects. The announcements of the projects occur on the public address system, are posted in the hallways and in the Theology classrooms, and are announced by the Theology teachers.
  
- ◆ *NOTE: Students may not work for a company, business, doctor's office or lawyer's office and try to pass this off as community service. Walking in a walk for an agency, selling tickets, or selling items does not count as service. A student needs direct involvement with the members of the organization or agency. A student must contact an agency which is set up to attend to the needs of the community. If a question exists about the viability of a agency's hours, please contact the coordinator.*
  
- ◆ Whereas helping the family is a noble and worthy cause, "family obligation" is not considered community service. No student who turns in work which is considered family obligation will be given credit for those hours.
  
- ◆ Likewise, any student, whose verification form bears the signature of a parent, stepparent, guardian, and/or relative, will not be given credit. Students are to obtain the signatures of the people in charge of a given project. If a parent is in that capacity, a co-signature and telephone number are necessary for contact.
  
- ◆ All verification of hours must be on the approved verification form or on agency/church stationary. The latter should include the student's name, grade, and dates of service, the work performed, the supervisor's name and legible signature.
  
- ◆ No individuals may sign for yard work, snow blowing, etc. *All work done for an individual must be through a community agency and thereby validated through the agency.*

- ◆ Juniors and seniors, who are enrolled in a Confirmation program, may use the hours required by the parish for the completion of the school hours provided that they are in line with Prep's guidelines.
- ◆ Any questions about specific service work should be directed to the Service Coordinator, Mr. Antonio Francisco Del Rio at 453 - 7737, ext. 274 or the specific Theology teacher.
- ◆ The role of the Theology teacher is to assist in notifying the students about service opportunities. Teachers will also periodically discuss service in the classroom and encourage student participation in various programs. However, the teacher does not approve any service hours. Periodic lists of student hours are posted in all Theology classrooms. If student has a question about his hours, he should see the Theology teacher or the Service Coordinator and Theology Chairman, Mr. Antonio Francisco Del Rio.

**PHONE: 453-7737, Ext. 274**

**Emails [tdelrio@aol.com](mailto:tdelrio@aol.com) and [afdelrio7@aol.com](mailto:afdelrio7@aol.com)**



**NOTE # 1**

**Any students who fail to complete, at least 10, 5, 5 or 5 approved service hours by the assigned dates will be:**

**A. Spoken with by his Theology teacher and the Theology Department Chairman. Given a zero (0%) for his service grade and written up for a failure to comply.**

**B. Service grade given by the Theology teacher reflecting the amount of hours completed for that check.**

**C. The student may be assigned service to do at an agency. Should a student fail to show up at his assigned place of service when assigned he will be assigned to regular ISS. He will be expected to complete hours assigned by the Department.**




# Service Opportunity

## FIAAT/Student Volunteer Schedule

### 2009-2010 School Year

**ALL FORMS ARE DUE BY THE DATE STATED – LATE FORMS EQUAL A FAILURE TO COMPLY AND A GRADE DEDUCTION**

<b>September 11, 2009</b>	All Summer Service Hours due	<b>No summer hours are accepted after this date - Absolutely no hours will be accepted, for consideration, beyond the date given.</b>
<b>September 22, 2009</b>	Service Awareness	Non Profit groups to set up displays and discuss their programs
<b>October 23, 2009</b>	All students should have a minimum of 10 service hours	<b>10/25 - 10 of 25 hours will be completed by this time</b>
<b>November 20, 2008</b>	Service Hour Check	Theology teachers to review current status
<b>December 18, 2009</b>	All students should have a minimum of 15 Service hours	<b>15/25 - 15 of 25 hours will be completed by this time</b>
<b>January 8, 2010</b>	Service Hour Check	Theology teachers to review current status
<b>February 19, 2010</b>	All students should have a minimum of 20 Service hours	<b>20/25 - 20 of 25 hours will be completed by this time</b>
<b>March 12, 2010</b>	Service Hour Check	Theology teachers to review current status
<b>April 19-24, 2010</b>	 National Volunteer Week	<b>TBA</b>
<b>April 22, 2010</b>	Community Outreach Day	Teams of staff and students working around the city for organizations
<b>April 23, 2010</b>	Service Hour Check	Theology teachers to review current status
<b>April 24, 2010</b>	Spring Clean Up	8 am to 12 noon
<b>May 3, 2010</b>	All students should have a minimum of 25 Service hours	All hours are to be in by this time 25/25 - <b>25 of 25 hours will be completed by this time</b>

*Please refer to the online posting of service opportunities and emails and phone numbers*



## **Some Ways for Teenagers to Help Other People by Volunteering** Adapted from The Teenagers Guide to the Real World by Marshall Brain, ISBN 1-9657430-3-9

Have you ever thought about volunteering your time to a local charity or community organization? There are many different reasons for you to start volunteering:

- To help others
- To learn about an activity or organization that interests you
- To beat boredom (if you find yourself sitting around the house feeling totally bored, volunteering in an activity you enjoy can be a great way to change things)
- To overcome a loss you have experienced (one of the best ways to help yourself in a time of loss is to help others)
- To gain perspective on life (there is no better way to understand your blessings than to help people in need)

Your reasons for volunteering are as individual as you are, but no matter what your reasons you can get a lot out of volunteering. You can learn about yourself, learn about others and meet a lot of interesting people by volunteering. You can help others as you help yourself.

For more information on volunteering in general and the advantages of volunteering, see the website for the organization or call the site and meet with the Volunteer Coordinator.

One of the hardest parts of volunteering can be finding a volunteering opportunity that fits your personality. The following list will give you lots of different ideas and will show you many different possibilities. Look in your local area until you find a volunteer position that works for you.

### **1. Homeless Shelters**

If you live in a city of any size, then there is at least one homeless shelter that helps homeless people with meals, beds and other services. Most homeless shelters welcome volunteers and have a variety of programs through which you can get involved. You might help prepare or distribute meals, work behind the scenes in the business office, help organize a food drive to stock the pantry, etc. You can learn more about the problem of homelessness and ways you can help by looking at the site below. The following show you the

different volunteer opportunities available at several homeless shelters around the city:

City Mission	Community Drop In Center
St. Patrick's Haven	Salvation Army
The Upper Room	Center of Caring

Any homeless shelter will offer similar opportunities in your area. Look in the phone book for a local homeless shelter if you are interested.

## 2. Food Banks

Food banks often work with homeless shelters, but they also serve poor people living in the community (especially around the holidays). Food banks collect food, manage their inventory and distribute food to those in need. The following links show you the different volunteer opportunities available at several food banks around the country:

Second Harvest Food Bank	Emmaus Soup Kitchen
Local churches' food pantries	City Mission

Any food bank will offer similar opportunities in your area. Look in the phone book for a local food bank if you are interested.

## 3. The Sweater/Blanket/Jacket & Coat/Clothing Projects

If you would like something to do in your spare time at home, one innovative way to volunteer is to get involved in [The Guideposts Sweater Project](#), sponsored by [Guideposts magazine](#). Don't know how to knit? Not a problem, because the article also links to sites that teach you how! People around the country knit sweaters that are then sent to needy children around the world.

Local agencies oftentimes call for a need to collect blankets, jackets & coats or clothing. Among the many who need clothing:

Emmaus Soup Kitchen	Mercy Center for Women
City Mission	Salvation Army
St. Martin Center	The Upper Room
Local churches' clothing drives	

## 4. Ronald McDonald House/Shriners' Hospitals

There are [Ronald McDonald Houses](#)/Shriners' Hospitals around the country - almost every major city has one. The idea behind all Ronald McDonald Houses/Shriners' Hospitals is very important. When a child is seriously ill, the child is frequently treated for long periods of time at a hospital or university medical center. Many families have to travel long distances to get to the hospital, and "where to stay" becomes a problem. Staying at a hotel becomes extremely expensive, and a hotel can be a lonely and sterile place. Ronald McDonald Houses provide a low-cost "home-away-from-home" for parents and children to stay during treatment. Volunteers help prepare meals, talk to families, take care of the house and so on. The Shriners' Hospitals provide free treatment and care for children. You can read about volunteer

opportunities online or contact the facilities. Generally there are age limits, 16 years old and older.

### 5. **Special Olympics**

As described on the web site for [Special Olympics International](#) and the Special Olympics of Erie County, "Special Olympics is an international program of year-round sports training and athletic competition for children and adults with mental retardation." The site also describes a wide variety of volunteer activities, including sports training, fund raising, administrative help, competition planning and staffing, etc. Yahoo has a fairly extensive list of local affiliates on [this page](#). Look in the phone book for a local office or search the [Special Olympics Web Site](#) for more information.

### 6. **Habitat for Humanities**

Habitat for Humanities builds and gives houses to poor people in local communities. Volunteers not only help others, but also can learn a great deal about building houses by getting involved. See the [Habitat for Humanities web site](#) for more information. Call the national office or your local office for information about volunteer programs in your area. Generally there are age restrictions, 16 years old and a parental permission/waiver.

### 7. **State Parks**

Many state parks offer volunteer programs, and in these programs you can try anything from educational programs to trail construction and maintenance. [This site for the Pennsylvania State Park system](#) shows some of the possibilities available. Contact a state park near you and see what options are available if you are interested. For example, Allegheny Forest (Bradford Post).

### 8. **City Programs**

Most large cities offer a wide range of volunteer opportunities. Any city will offer a similar set of programs. Look in the phone book and call around to see what might be available where you live. Or consult the City of Erie website. [Do not be discouraged if your first few calls seem to hit a brick wall. Many city governments are large and fairly disorganized. Keep calling around until you find someone who understands what you are talking about and who is willing to help.] Among those might be:

Erie Historical Society

Erie Art Museum

ExpERIEnce Museum





## 9. Helping Others Learn to Read

When you think about it, reading is one of the most important skills an adult can have. Many adults, however, have never learned how to read. Literacy volunteers act as tutors who help illiterate children and adults learn this important skill. Literacy Volunteers of Pennsylvania and Literacy Project in Erie helps a variety of non-readers learn how to read. There is probably a literacy program in your area.

Achievement Center	GECAC
Literacy Project of Erie	Books for Kids
Boys' and Girls' Club	Local schools' "after school" program

## 10. Hospitals

Many hospitals have volunteer programs to help patients both inside and outside the hospital. The volunteers programs allow participants to explore medical careers and gain work experience. Contact local hospitals to learn more about opportunities in your area. Some examples are:

Millcreek Hospital	Saint Vincent's Hospital
Hamot Hospital	Local nursing homes

## 11. Libraries

Many libraries need help reshelving books, running children's programs, making books available to the community, and so on. This program specifically for teens at [Erie](#) County Library System trains teen volunteers to assist library staff and the public during the Summer Reading Program. Contact a local library for volunteer opportunities in your area.

## 12. Senior Citizens Centers

Many senior citizen centers offer volunteer programs to provide friendship and community activities to senior citizens. If you would like working with senior citizens, call a senior citizen center in your neighborhood and see what kinds of volunteer programs they have available. For example:

Independence Court	Millcreek Manor
Presbyterian Lodge	Abington Crest



Brevillier Village

## 13. Animal Shelters

Many animal shelters are non-profit or government organizations, and therefore they welcome volunteers to help take care of animals, keep

facilities clean and work with the public. For the Erie County Humane Association shows all the different opportunities available. The latter is closed on Monday.

#### 14. **United Way**

The [United Way](#) is a nationwide umbrella organization for thousands of charitable organizations. The United Way raises billions of dollars and distributes it to these charities. There are local United Way affiliates across the country and [they need volunteers](#). Contact your local affiliate for more information.

#### 15. **Red Cross**

[The American Red Cross](#) helps people in emergencies - whether it's half a million disaster victims or one sick child who needs blood. [Volunteer opportunities](#) exist across the country. Contact your local Red Cross for more information.

#### 16. **Salvation Army**

[The Salvation Army](#) provides social services, rehabilitation centers, disaster services, worship opportunities, character building activities for all ages and character building groups and activities for all ages. [Volunteer opportunities](#) exist across the country.

#### 17. **Environmental Organizations**

[The Sierra Club](#) and Asbury Woods and Camp Glinodo (and numerous other environmental groups) encourage volunteer support to help with environmental activities. You can help in many ways: by helping lobby on conservation issues, by leading hikes and other activities, or by lending a hand at the Chapter Office. Contact the local office of an environmental organization near you.

#### 18. **Political Campaigns**

If it's an election year, there are thousands of opportunities to volunteer in political campaigns around the country. You can learn more than you imagine by helping a candidate win election. [A](#) website might give talks about some of the options. Pick a candidate whose ideas you believe in (either on the local, state or national level) and volunteer to be a part of his or her campaign.

#### 19. **Web site creation**

Many small charities and organizations do not yet have web sites. You can help by learning how to create a web site and volunteering your services. You could also raise money to pay for the web site, or seek help from a local company in the form of a donation. When creating a web site for a charity, *you will want to take care to listen very carefully to the people*



## 20. Working with children

Many organizations have opportunities in which you might donate your time and assist young children. The range of assistance is great. Contact the local agencies. Among the many are:

ExpERIEence Museum

Boys' and Girls' Club

YMCA

Holy Trinity Project

Achievement Center

After school Projects

Religious Education Programs

Peer Tutoring

Grade School Sports coaching

Special Olympics

Class or club experiences might design a service learning experience. The following guidelines should be implemented:

### **Fundamental Practices for Creating Quality Service Learning Experiences**

Facilitating teachers and adults should work to ensure that:

- ~Students are involved as planners community members are involved as partners.
- ~The activity has academic integrity and meets a real need.
- ~[Reflection](#) takes place in direct connection to the activity or project.
- ~[Assessment](#) of learning outcomes occurs.

There are many other agencies that can be tapped to fulfill the schools requirements. Students (and faculty) are asked to gain **prior approval for the projects** or contact the Coordinator of Service Learning if there are questions.



**If people become better by our acts of love and service,  
then there is something else growing there.**

**They come closer and closer to God**

**-Mother Teresa of Calcutta**

