

**2021-2022**  
**Service Hours Directions**  
**Archbishop Rummel High School**  
Archbishop Rummel High School 1901 Severn Avenue Metairie LA 70001  
David Basile, Service Program Coordinator, [dbasile@rummelraiders.com](mailto:dbasile@rummelraiders.com)

**Recommended Procedures**

1. Read the description on the service partners listed. Consider your own talents and interests, decide which one you would like to pursue paying attention to all information including age specifications and duties.
2. If you choose a service partner in the directory, you do not need to complete this step. Fill out the Service Proposal Form for any service not listed in the directory and return it back to Mr. Basile.
3. Contact the service partner. Find out more information by asking questions about location, dress code, duties, and requirements. You may have to set up an interview with them or fill out an application with the service partner.
4. Set up a work schedule.
5. Attend any required orientation/training meetings.
6. Begin work on the scheduled date and follow the set schedule.
7. Please make sure your parents and family are informed about your service work plan, your choices, and your work schedule.
8. Please keep in mind many agencies have a minimum requirement of service that may be greater than what is required by Archbishop Rummel High School this year. You are expected to commit to any requirements set by the service partners.
9. Remember that you are to follow the rules and regulations of the Archbishop Rummel High School Student Handbook and the Raider Code of Pride. Any violations or concerns brought to Mr. Basile will be addressed.
10. If you personally have any problems or concerns about working with any of the service partners, you should contact Mr. Basile at (504)834-5592 ext 376 or via e-mail at [dbasile@rummelraiders.com](mailto:dbasile@rummelraiders.com).
11. Once you have completed the service work with a service partner, you must have the contact person or other designated personnel complete the Service Report. You must return this to your religion teacher.

12. Proposal forms only need to be filled out for service that is not found in the service directory. Senior Service Reports are due by Friday, April 1, 2022. Grades 8 – 11 Service Reports are due by Friday, April 8, 2021. There are no exceptions. Any work not approved or turned in by these dates will not count for your requirements.
13. Sometimes rather than fill out the service report, some service partners will issue a letter on their letterhead in place of the service report. If you get a letter like this just attach it to the service report, but fill out the service report with all the information yourself. All letters will have to be on that service partner's letterhead. Students in grades 8 – 11 who miss the April deadline for service hours will receive an F (Failure) grade in religion for the 4th quarter, which automatically results in a failure at the semester. They will be assigned summer school for religion credit at the end of the year. They are expected to pay a summer school fee to recover the credit and finish their service hour requirement by the end of June. At the successful completion of the service hours and any summer school requirements, the F grade will be changed to the academic grade earned during the regular school year in the 4th quarter. If they do not attend the summer session or complete their service requirement, the semester grade for religion will remain as an F and they will not be allowed to return to Archbishop Rummel High School. For seniors, completing the service requirement by Friday, April 1st is mandatory for graduation. Students have a sufficient amount of time to complete their service requirement and will be expected to do so without exception and on time with all supporting paperwork. Failure to not complete the service requirement will result in the student not participating in the graduation exercises. Every Archbishop Rummel High School student must complete a required service hour component for graduation or promotion to the next grade level.
14. Keep a copy of any service reports turned in for your records.

A student must fulfill his required service hours in that school year. Service hours cannot “rollover” into following years for completion.

### **Additional Recommended Service opportunities:**

Students assisting in one of the following activities do not need pre-approval. However, for service work not listed immediately below here, students must first seek approval from Mr. Basile. Please email him for signed approval before completing service hours not part of the following list:

- All organizations sponsored by Catholic Charities/Archdiocese of New Orleans
- Summer Camps for the Handicapped and/or Infirm
- Any Church based Summer Camp for Children (CYO Summer Camp, Vacation Bible School etc.)
- Parish or Church activities (CYO service projects, parish fairs, religious education programs, child care during Mass.)

- Any hospital or nursing home where students work with the residents
- Public Service campaigns (voter registration, blood drive)
- Public Library
- Community based non-profit organizations: Audubon Zoo, Aquarium, Children's Museum, Nature Centers, D-Day Museum, NOMA
- Post Katrina community service projects
- Head Start programs

**Service NOT Allowed:**

- Working for a private physician in a doctor's office
- Working to elect a specific political candidate
- Working at a private law office
- Working at a local mall or retail outlet
- Private country club camps or programs
- Working without pay for a for profit organization or private business
- Assistance to an individual person – e.g, babysitting for a neighbor's baby, mowing your grandparents' lawn
- Working for an agency going against the beliefs of the Catholic Church

Students may not receive pay for community service hours. The administration of Archbishop Rummel High School reserves the right to amend these guidelines when necessary. To help students find opportunities for service in the area, most parochial, private, and public elementary and some middle schools have been contacted about the Archbishop Rummel Service Programs. Students may contact them for service opportunities.