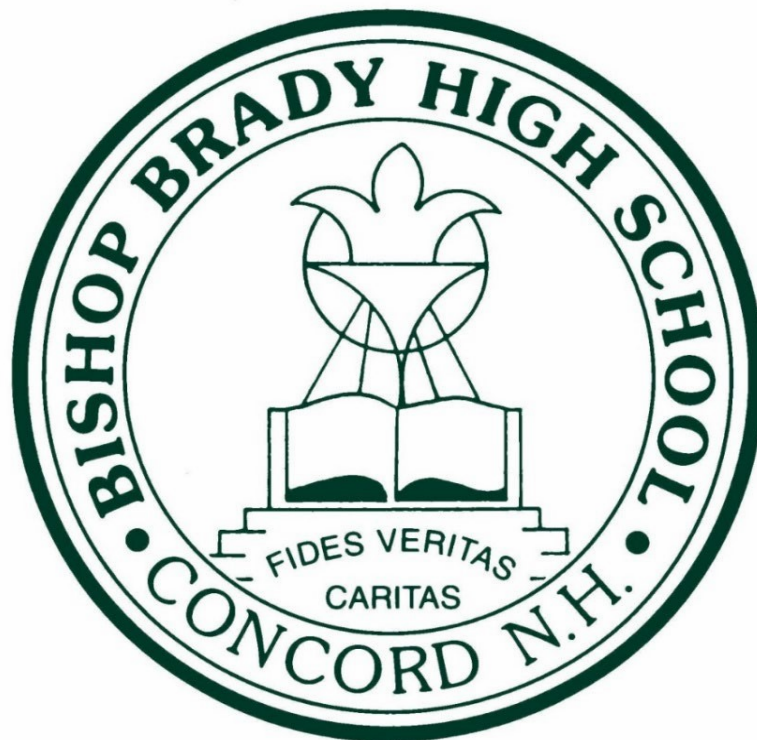


Bishop Brady Service Handbook



2025-2026

SERVICE PROJECT REQUIREMENTS

Cultivating a habit of service leads to a conversion of heart. With this in mind, the Theology Department requires all student to undertake a service project every year. A successful program allows the volunteer to connect with the people he or she serves and to understand the purpose and need for giving of ourselves. All service should be personal and preferably done with the poor and vulnerable. These principles are inherent to the Gospel:

“Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, 'I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.'... The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.'” *Matthew 25: 35-36, 40*

Guidelines for Student Volunteers:

- The majority of service hours should be with an individual or group identified as disadvantaged or marginalized.
- Service is meant to place the recipient above all else. The volunteer **sacrifices** his time and talent to benefit another person or group. The one who receives the service offered by a student volunteer is made better by the experience.
- The process and experience through the four years of service should be progressive.
- Every student in grades 9-12 is required to complete 25 hours of service each year:
 - **15 of the 25 hours** must be completed at an approved location outside of Brady
 - **Up to 10 hours** may be dedicated to service at Bishop Brady or with meaningful hours spent assisting family members or host families.
- Every **Post-Graduate (PG)** student is required to complete **10 hours** of service during the school year. These hours may be dedicated to service at approved locations or at Bishop Brady events
- **NH Hockey Academy** students may complete their hours at venues scheduled by the Academy.
- **International students** must meet their grade-level service requirement. If transportation to an approved location outside of Brady is difficult, please speak with Mr. Bergeron or Mr. Ierardi.
- Service hours at the approved location must be completed outside of the regular school day (before or after school, on weekends, or during scheduled holidays/vacations). *No time off from school will be granted to fulfill service hours.*

Students may choose one of the following Service Options:

- **Option 1:** Summer Service
- **Option 2:** Short-term immersion project (i.e., El Salvador, Habitat for Humanity, other mission trip)
- **Option 3:** Long-term service should be in one approved location over the course of a year.

For the 2025-2026 school year, Theology Teacher Mr. Doug Ierardi will oversee the service program assisted by Mr. Bergeron.

Service Deadlines:

Summer Service must be approved by Mr. Keith Bergeron (kbergeron@bishopbrady.edu) or Mr. Doug Ierardi (dierardi@bishopbrady.edu) before the work is started.

- September 19, 2025 Service Contract due to Theology teacher
- November 3, 2025 Service log check – target 5-10 hours
- January 12, 2026 Service Log check – target 10-15 hours total
- March 16, 2026 Service Log check – target 15-25 hours total
- May 8, 2026 Final check, Supervisor evaluation and student reflection due

Bishop Brady Volunteer Guidelines

Three Basic Steps

1. Preparation:

- Review the list of organizations and volunteer links in this manual or research other organizations that may meet your volunteer interest.
- Contact the organization to discuss the volunteer opportunities available.
- Complete the service contract
- Arrange your volunteer hours with the approved organization.

2. Service:

- Be a good volunteer. Arrive at scheduled time, be respectful to your volunteer supervisor.
- Complete service hours and log hours in your service log.
- Have your supervisor sign your service log **EVERY TIME YOU VOLUNTEER.**

3. Reflection:

- How did your service impact someone else/others?
- What did you learn about the person/people you helped?
- What did you learn about yourself through service?

Bishop Brady expects the student volunteer to fulfill the following:

- Serve others with dignity during the service experience and adhere to the guidelines expressed in the discipline code.
- Act in any manner that is professional and that would **NOT** be construed as goofing off or playing around.
- Report any problems to the supervisor as soon as possible and then, upon return to school, inform Mr. Bergeron or Mr. Ierardi.

BISHOP BRADY SERVICE EVENTS

Habitat for Humanity Trip (April 2026 – counts for all 25 hours)	Habitat Team
El Salvador Mission Trip (February 2026 – counts for all 25 hours)	Mr. Bergeron
Volunteer (not runner) at various community running events/races (Hourly) *	Mrs. Seagroves
* Cannot earn service hours AND financial respite at the same event (i.e., you volunteer either for service hours <u>OR</u> Habitat financial assistance)	
Fundraising Events on behalf of BBHS (Hourly)	Mrs. Scrivens
Examples: Fish Fry, Galloping Gobbler, Hall of Fame event **	
** Cannot earn service hours AND fulfill a team-fundraiser at the same event (i.e., you volunteer either for service hours <u>OR</u> as part of a team/club for money)	
Admissions Events (Hourly)	Mrs. Cone
Altar servers at Bishop Brady Masses (Hourly)	Mrs. Smith
Music Ministry (Hourly)	Mr. Hunton
Summer Maintenance Work (Hourly)	Mr. Bergeron

ADDITIONAL POSSIBILITIES AND HELPFUL LINKS

Volunteer Match	Volunteermatch.org
Volunteer New Hampshire	Volunteernh.org
Catholic Charities	Catholicnh.org

SERVICE ADVICE, SUGGESTIONS, AND TIPS FOR A SUCCESSFUL EXPERIENCE:

- Check with your local parish/church. They may be able to suggest other volunteer opportunities.
- Network with others: Your family or friends may have volunteer ideas.
- Check the Bishop Brady Directory of Service Opportunities.
- Surf the web to find out about possible volunteer opportunities in your local area.
- Make a commitment to a program that challenges you to grow.
- Be an agent of change. Invite people to join you (even outside of your group of friends).
- Make it a part of your routine. Don't make service an obstacle.
- Get to know the individuals whom you serve! Know their names.
- When you share your experiences with others, be sure not to be judgmental. Everyone has a story about which you know nothing, so be kind and gentle.
- Stories that you tell should always be about the service and the organization, NOT individual people or clients. Protect the privacy of those being served.

SUGGESTED VOLUNTEER ORGANIZATIONS AND CONTACT INFORMATION

(Alphabetical by Town/City)

BEDFORD, NH

American Cancer Society	2 Commerce Drive	472-8899
Animal Rescue League	545 Route 101	472-3647
Alzheimer's Association	5 Bedford Farms Drive	800-272-3900
St. Elizabeth Seton Parish	190 Meetinghouse Road	644-5371

BOSCAWEN, NH

Merrimack Country Nursing Home	325 Daniel Webster Hwy	796-2165
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CONCORD, NH

American Red Cross	2 Maitland Street	318-8792
Birches of Concord	300 Pleasant Street	369-4417
Boys & Girls Club	55 Bradley Street	224-4331
Carmelite Monastery	275 Pleasant Street	225-5791
Christ the King Parish	PO Box 2756	224-2062
Christa McAuliffe Elementary School	17 N. Spring Street	225-0840
Concord Hospital Payson Center	250 Pleasant Street	224-2556
Concord Gardens	20 Westbourne Road	568-5832
Concord Public Library	45 Green Street	225-8670
Concord YMCA	15 N. State Street	290-7123
Families in Transitions	20 S. Main Street	935-7900
Friendly Kitchen	70 Constitution Drive	224-7678
Friends of Forgotten Children	224 Bog Road	753-4801
Friends Program	202 N. Main Street	228-3884
Girls, Inc.	37 Green Street	223-0087
Goodwill Store	204 Loudon Road	226-4448
Head Start	67 Old Loudon Road	224-6492
Horseshoe Pond Place Senior Center	26 Commercial Street	228-6956
Immaculate Heart of Mary	180 Loudon Road	545-1014
Merrimack Valley Daycare	19 North Fruit Street	224-1632
New American Scholars	https://newamericanscholars.org/contact/	
Pleasant View Retirement	227 Pleasant Street	410-3440
Salvation Army	58 Clinton Street	225-5586
Salvation Army Thrift Store	227 Sheep Davis Road	228-5555
St. John Regional School	51 S. State Street	225-3222
St. Vincent de Paul Food Pantry	PO Box 2756	228-1718
United Way	46 S. Main Street	224-2595

CHICHESTER, NH

Live and Let Live Farm	20 Paradise Lane	798-5615
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DUNBARTON, NH

Dunbarton Elementary School	20 Robert Roger Road	774-3181
Dunbarton Congregational Church	334 Stark Highway	774-3208

EPSOM, NH

Epsom Health Care Center	901 Suncook Valley Hwy	736-4773
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FRANKLIN, NH

Bread and Roses Soup Kitchen	26 Range Road	581-3686
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GOFFSTOWN, NH

Goffstown Food Pantry	7 North Main Street	497-3433
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HILLSBORO, NH

Hillsboro-Deering Middle School	6 Hillcat Drive	464-1120
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HOOKSETT, NH

Hooksett Community Pantry	35 Main Street	485-7222
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HOPKINTON, NH

Back in the Saddle Equine Therapy Center	334 College Hill Road	476-5681
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LACONIA, NH

Belknap House	200 Court Street	527-8097
Genesis Laconia Rehabilitation	175 Blueberry Lane	528-7020
Holy Trinity Catholic School	50 Church Street	524-4454
Laconia Community Center	224 Gilford Avenue	455-5095
Loudon Food Pantry	30 Chichester Street	724-9731
Salvation Army Thrift Store	77 New Salem Street	737-9998
St. Andre Bessette Parish	291 Union Avenue	998-7475

MANCHESTER, NH

Big Brothers/Big Sisters	25 Lowell Street	669-5365
The Caregivers	700 E. Industrial Park Drive	622-4948
Children CASA-NH	PO Box 1327	626-4600
Child Health Services	1245 Elm Street	668-6629
Easter Seals	555 Auburn Street	621-3697
Eliot Health System	1 Eliot Way	669-5300
Families in Transition	161 S. Beech Street	641-9441
Family Outfitters Thrift Store	186 Granite Street	641-6691
Girls, Inc. of Manchester	815 Elm Street	625-1296
Hillcrest Terrace Retirement Community	9100 Alliance Way	645-6500
Manchester Community Health Center	145 Hollis Street	626-9500
Manchester YMCA	72 Concord Street	623-3558
Maple Leaf Health System	198 Pearl Street	669-1660
Mount Caramel Nursing Home	1235 Myrtle Street	627-3811
New Horizons Soup Kitchen	199 Manchester Street	668-1877
NH Catholic Charities	215 Myrtle Street	669-3030
NH Food Bank	62 West Brook Street	669-9725
Salvation Army Corps	121 Cedar Street	627-7013
Special Olympics New Hampshire	650 Elm Street	624-1250
VNA Child Care and Family Center	435 South Main Street	666-5982
YMCA of Manchester	30 Mechanic Street	623-3558

PENACOOK, NH

Immaculate Conception Food Pantry	9 Bonney Street	753-4413
Penacook Community Center	76 Community Drive	753-9700

PITTSFIELD, NH

Pittsfield Area Senior Center	74 Main Street	435-8482
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TILTON, NH

NH Veteran's Home	139 Winter Street	527-4449
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APPENDIX A: STUDENT SERVICE CONTRACT

2025-2026 SCHOOL YEAR SERVICE CONTRACT DUE: SEPTEMBER 19, 2025

SUMMER SERVICE MUST BE PRE-APPROVED BY MR. KEITH BERGERON OR MR. DOUG IERARDI

Student Name: _____

Date Submitted: _____

Service Location: _____

Address: _____

Description of Service: _____

Dates and Schedule of Service: _____

Approved by:

Supervisor Name: _____

Supervisor Title: _____

Supervisor Contact Information:

Phone #: _____

Email: _____

Approval and Signature: _____

By signing this contract, I accept the expectations and responsibility for these hours of service.

Student Signature: _____

Parent Signature: _____

APPENDIX B: SUPERVISOR'S EVALUATION FORM

Dear Supervisor: Please fill in this brief evaluation after ALL service hours have been completed. Your comments assist us in evaluating this student's performance. If you have any questions, please contact **Mr. Keith Bergeron** (kbergeron@bishopbrady.edu) or **Mr. Doug Ierardi** (dierardi@bishopbrady.edu). Please complete and return by May 8, 2026.

Student Name: _____ **Total Hours Completed:** _____

Organization: _____

Supervisor Name & Title: _____

Supervisor Email: _____ **Supervisor Phone #** _____

Please rate the student's performance in the following areas using the scale below:

1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent | N/A = Not Observed

Area of Evaluation	Rating
1. Dependability/Reliability (showed up when scheduled and on time)	
2. Attitude (positive, respectful, willing to help)	
3. Work Ethic (stayed on task, put in effort)	
4. Sensitivity to Those Being Served (empathy, respect)	
5. Quality of Work (ability to follow instructions and procedures)	
6. Teamwork/Relationships with Staff and Peers	
7. Communication Skills (asks questions, listens well, expresses self appropriately)	
8. Professionalism (appearance, behavior, language)	
9. Initiative and Problem Solving	
10. Overall Contribution to the Organization	

Additional Comments (Strengths, Areas to Improve, Noteworthy Incidents):

Would you recommend this student for future service opportunities?

☐ Yes ☐ No ☐ Maybe – explain below

Supervisor Signature: _____ **Date:** _____

APPENDIX C: STUDENT REFLECTION

Please fill in this brief evaluation after ALL service hours have been completed. Deadline: May 8, 2026.

Student Name: _____ **Total Hours Completed:** _____

Email Address: _____

Supervisor's Name and Title: _____

Location of Service: _____

In 2-3 paragraphs, describe the story of your service this year (Who? What? Where? When? Why?). How did your service impact someone else/others? What did you learn about the person/people you helped? What did you learn about yourself through service.

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across its entire width, providing a template for handwriting practice or general note-taking. The margins are consistent on all sides.

Student Signature: _____ Date: _____

APPENDIX D: SERVICE LOG

Student Name: _____ Theology Teacher _____

Service Location: _____

Service Performed	Date of Service	From	Until	# of hours	Supervisor Signature
Service Performed	Date of Service	From	Until	# of hours	Supervisor Signature
