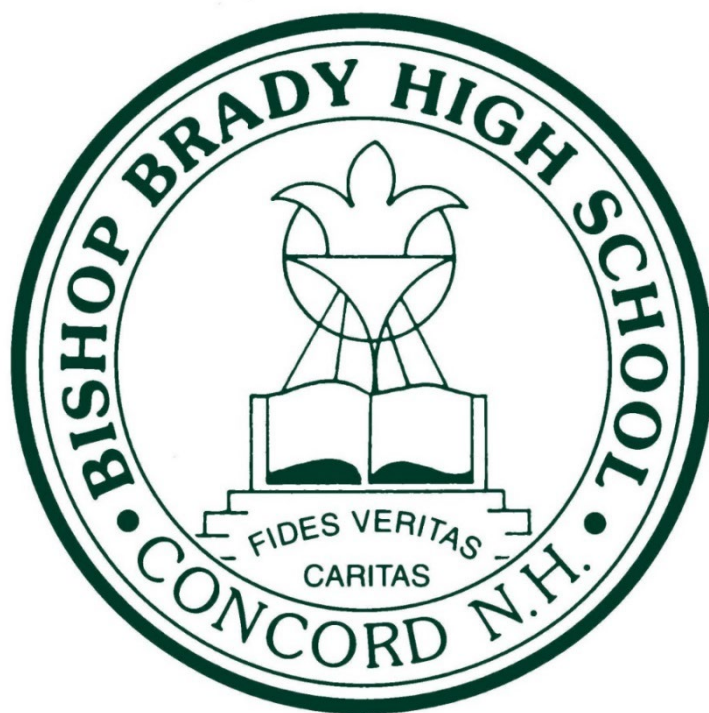


# Bishop Brady Service Handbook



## 2022-2023

# BISHOP BRADY HIGH SCHOOL

## SERVICE PROJECT REQUIREMENTS

The goal of requiring a service component in the Theology Curriculum is to establish a habit of service and to experience a conversion of heart in giving of ourselves to others. 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 should emphasize the preferential option for 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:**

- Service must be direct/one-on-one 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 for the experience.
- The process and experience through the four years of service should be progressive.
- All students are required to submit 25 hours of service each year.
- For **9<sup>th</sup> & 10<sup>th</sup> grade** students, **15 of the 25 hours** must be completed at an approved location outside of Brady, and **up to 10 hours** may be dedicated to service at Bishop Brady or with meaningful hours spent assisting family members.
- For **11<sup>th</sup> & 12<sup>th</sup> grade** students, at least **20 of the 25 hours** must be completed at an approved location outside of Brady, and **up to 5 hours** may be dedicated to service at Bishop Brady or at **approved** Bishop Brady activities.
- Service hours are done outside of the regular school day (before or after school, on weekends, or during scheduled holidays). *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 completed by Labor Day
- **Option 2:** Short term immersion project (i.e., El Salvador, Habitat for Humanity, other mission trip)
- **Option 3:** Long term service in one approved location over the course of a year

## Service Deadlines:

- **Summer Service must be pre-approved by Mr. Keith Bergeron ([kbergeron@bishopbrady.edu](mailto:kbergeron@bishopbrady.edu)) by June 15, 2022**
- **September 23, 2022** Service Contract due to Theology teacher
- **December 2, 2022** Quarter 2: Service Log with volunteer hours due to Theology teacher
- **March 10, 2023** Quarter 3: Service Log with volunteer hours due to Theology teacher
- **May 5, 2023** Service Project due (Final Service Log with total volunteer hours documented and written reflection due to Theology teacher for a grade)

## 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 on time as scheduled, be respectful to your volunteer supervisor.
- Complete service hours.
- Keep track of hours on your service log.
- Have your supervisor sign your service log **EVERY TIME YOU VOLUNTEER**.

#### **3. Reflection:**

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

## **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 your teacher.

**SUGGESTED VOLUNTEER ORGANIZATIONS AND CONTACT INFORMATION**  
***(Alphabetical by Town/City)***

**BEDFORD, NH**

American Cancer Society	2 Commerce Drive	472-8899
Animal Rescue League (9 <sup>th</sup> Grade Only)	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
--------------------------------	------------------------	----------

**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
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 (9 <sup>th</sup> Grade Only)	20 Paradise Lane	798-5615
---	------------------	----------

**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
--------------------------	------------------------	----------

**FRANKLIN, NH**

Bread and Roses Soup Kitchen	26 Range Road	581-3686
------------------------------	---------------	----------

**GOFFSTOWN, NH**

Goffstown Food Pantry	7 North Main Street	497-3433
-----------------------	---------------------	----------

**HILLSBORO, NH**

Hillsboro-Deering Middle School	6 Hillcat Drive	464-1120
---------------------------------	-----------------	----------

**HOOKSETT, NH**

Hooksett Community Pantry	35 Main Street	485-7222
---------------------------	----------------	----------

**HOPKINTON, NH**

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

**LACONIA, NH**

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 Besette 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
-------------------------------	----------------	----------

#### **TILTON, NH**

NH Veteran's Home	139 Winter Street	527-4449
-------------------	-------------------	----------

### **BISHOP BRADY SERVICE EVENTS**

Habitat for Humanity Trip (Full Event)	Ms. Seagroves
Friendly Kitchen Road Race (Hourly)	Ms. Seagroves
Making Strides Against Breast Cancer (Hourly)	Ms. Seagroves
El Salvador Mission Trip (Full Event)	Mr. Bergeron
Fundraising Events on behalf of BBHS (Hourly)	Mrs. Scrivens
Admissions Events (Hourly)	BBHS Admissions Director

### **ADDITIONAL POSSIBILITIES AND HELPFUL LINKS**

Volunteer Match	<a href="http://Volunteermatch.org">Volunteermatch.org</a>
Volunteer New Hampshire	<a href="http://Volunteernh.org">Volunteernh.org</a>
Catholic Charities	<a href="http://Catholicnh.org">Catholicnh.org</a>

### **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.

## APPENDIX A: STUDENT SERVICE CONTRACT

2022-2023 SCHOOL YEAR SERVICE CONTRACT DUE: SEPTEMBER 23, 2022

**SUMMER SERVICE MUST HAVE BEEN PRE-APPROVED AND DEADLINES SET BY MR. KEITH BERGERON**

Student Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Place of Service: \_\_\_\_\_

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 agree to complete the required hours for service. I accept the expectations and responsibility for these 25 hours of summer service. I understand that my service and project must be completed before Labor Day.

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 service project. If you have any questions, please contact Mr. Keith Bergeron at 224-7418. Please complete and return by May 5, 2023.

Student Name: \_\_\_\_\_

Number of Service Hours Completed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Supervisor's Evaluation:** Please describe the work done by this student. Give us a brief idea of the student's dependability, enthusiasm, and sensitivity to those being served.

[illegible]

Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## APPENDIX C: STUDENT SELF-EVALUATION FORM

Please fill in this brief evaluation after ALL service hours have been completed. Deadline: May 5, 2023.

Student Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Service Hours Completed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Location of Service: \_\_\_\_\_

**Self-Evaluation:** Describe the story of your service this quarter (Who? What? Where? When? Why?)

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

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Student Signature: \_\_\_\_\_

### APPENDIX D: SERVICE LOG

Student Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

Service Location: \_\_\_\_\_

BBHS Theology Department

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

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