



## Brother Joseph Miggins Service Program 2021-2022

### Summer Service Option Instructions

As we move toward exiting from the constraints of Covid-19, the CBA Service Program will once again require students to engage in direct service to, for, and alongside those in need in the 2021-2022 school year. In the tradition of service that St. John Baptist de La Salle established through his life work, CBA requires students to complete service hours every school year. Remember, *we enter a Lasallian school to learn, and we leave a Lasallian school to serve!* Below you will find all the details and instructions you need if you'd like to complete a portion or all of your 2021-2022 required service hours over the course of this summer. Service does not have to be completed over the summer, but we know some of you will want to get a head start. Students have until at least the midpoint of the third quarter to complete their required service hours. The explanations and links below can be found on the Service page of the CBA website (<https://www.cbalincroftnj.org/academy-life/service-programs/>)

- **Required Hours:** Freshmen-10 hours, Sophomores and Juniors-15 hours, and Seniors-10 hours.
- The majority (at least six of the ten or eight of the fifteen hours) of your service must be **Direct Service** to, for, and or alongside those who are marginalized and hence in real need. This may include, the elderly, the poor, the homeless, the sick, the hungry, and those disadvantaged in any way. Direct service requires you to engage with those in need and others who serve them. For example filing papers at your mom's office, alone in a file room, is not direct service. Volunteering at a soup kitchen, working at a food pantry, or helping at a nursing home are examples of forms of service where you are directly serving with and for those in need and their well-being.
- Service hours will not be given for service to relatives/friends or for paid work no matter how meaningful.
- Before carrying out service, Summer Service Proposals shall be **submitted using this Google Form:** [Summer Service Proposal Google Form](#) Proposals Must be **submitted no later than August 1<sup>st</sup>**.
- Once you complete the summer service proposal google form above, Mr. Meehan will e-mail you an approval or a request for an adjustment if necessary. Once approved you may begin the summer hours.
- Students who complete summer **service must also complete a [Service Verification Form](#)** (to be handed in to your Theology teacher in September) for each service organization. This form includes the total number of hours served and the signature of your service supervisor. Use the link above to download and print out this form for your service supervisor and to log your summer hours.
- Additionally, those carrying out summer service hours you are **required to keep an Electronic Journal**. You are asked to write an entry each day you serve. The Journal entry should explain what service you carried out that day, any impact it had on you, and offer some description of the people you served and or served with. Simply type an entry in your favorite note taking application and save the file as *Summer Service Journal 2021*, which you will later submit to your Theology teacher once the school year begins.
- This upcoming school year we are very excited and blessed that the CBA Theology Department will be assisting students through the Service Learning experience. On the first day of Theology class, the service program will be explained and deadlines will be announced for the upcoming school year.
- Please refer to the [Service Opportunities Page](#) of our website for service ideas. Also, our Campus Minister, Mr. Matt Butler, is a great source for finding service opportunities this summer and throughout the school year. Simply email Mr. Butler at [mbutler@cbalincroftnj.org](mailto:mbutler@cbalincroftnj.org) if you need additional assistance.

Sincerely,

Matthew Meehan  
Dean of Students