Guidelines: General Requirements

- A minimum of 25 service hours with **ONE approved** social service organization each year
  - Unless otherwise approved, students will complete service with four different service organizations

- The location must be approved by the student’s current Theology teacher and/or Mrs. Burns by September 13. (*See the Approval Form*)
  - The Approval Form is worth a homework/assignment grade for the first semester theology class.
  - If the Approval Form is not turned in by September 13, a zero will be entered in the gradebook.
  - All service hours - including those completed over the summer - must be approved PRIOR to the service being completed. Please contact Mrs. Burns for approval during the summer.

- CSP Time Logs for underclassman will be due on May 1st, 2020. CSP Time Logs for Seniors will be due on Holy Thursday.

- CSP (time log and presentation together) will be 10% of the student’s second semester theology grade.

- Each student will give a yearly CSP presentation in theology class during the Spring Semester. 2019/2020 rubrics attached
  - Freshmen Year - Reflective Paper and powerpoint Presentation
  - Sophomore Year - Powerpoint presentation accompanied by video
  - Junior Year - Powerpoint presentation accompanied by interview of client/agency employee
  - Senior Year - 15 minute powerpoint presentation on the culmination of the 4 years of Christian Service with Trifold Presentation to use at Senior Banquet

- In the years that SMA offers a mission trip, this trip will fulfill the student’s CSP service requirements.
  - Students who choose to go on a mission trip for the second year must take on MORE responsibilities either before, during or after the mission trip.

- If a student should require a change of agency, a separate Change of Agency Form must be acquired from their Theology teacher, filled out, and then turned in before Spring Break.

- Senior Presentations will take place on Holy Thursday each year.

- If a student fails to complete his/her service hours, students will receive an incomplete in theology and be unable to move onto the next grade level as noted in SMA’s student handbook. Seniors will not receive their transcript or participate in graduation should service hours/CSP project not be completed.