March 13, 2020

Dear Guardians,

We understand that many CSP sites are not allowing students to come and serve over the next several weeks, due to the recent precautions taken in regards to the COVID-19 virus. If this is the case for your CSP site, please provide the following documentation to your theology teacher via email:

1. A copy of your completed time log sheet with the amount of hours you have already served at your location (even if it falls short of 25 hours).
2. Documentation (email or written) from your CSP site indicating they are not allowing volunteers for the foreseeable future.

Underclassmen who have not started CSP hours will be reviewed on a case by case basis. If you can find a location (or several) to serve at over the next month to complete your hours, we will waive the requirement that students must serve all hours one location per year.

If service is not possible, additional hours or assignments may be given for the 2020/2021 school year. Students are able to use the entire school year to complete their service projects. Since we are nearing the completion of the school year, we hope that most students are done or near completion at this point.

Seniors who have not started CSP hours, we will meet upon your return to school to determine the next steps. An alternative capstone project will be determined and assigned.

As always, be safe, comply with guidelines of the CDC and listen to the leadership at the service sites you are working with.

With gratitude,

Jana Burns, MSW, LMSW
School Social Worker