St. Louis Catholic Church and School
Service Hours Program 2024 - 2025

At Baptism, we received the grace that enables us to love and serve others without counting the cost, to see Christ in them, and to avoid hurting them. Grace makes us eager to reach out to others with concern. It leads us to use our gifts and talents to meet their needs. Service helps our love for others grow stronger. Your attitude toward service can teach people how to have a heart for others. When we reach out to others in service with the joy and strength of the Holy Spirit, we find we are the ones who really receive. We receive Christ, who lives in the people we serve.

Service Hours Information

Rising 5th-8th graders at SLS and candidates for Confirmation may begin performing his/her 2024/2025 service hours on May 25, 2024. A list of pre-approved service projects follows. If you wish to perform a service not on this list, please check with your Religion teacher for approval before performing the service. ALL SERVICE HOURS NOT ALREADY ON THE PRE-APPROVED LIST MUST BE APPROVED. ANY HOURS NOT PRE-APPROVED WILL NOT BE COUNTED.

We will continue using the x2VOL online program this year as a means to track and verify all service hour projects for students. Information on how to login to your student account and how to enter your service hours will be emailed to you and your parents. All student accounts from this past school year have been archived but are still visible when you login in. Please simply move forward entering your new projects. (There is a tab to sort at the top of your opportunities page; this will sort your entries newest to oldest which should help with any confusion.)

Verification from someone at the agency or organization where you provided service to confirm your hours will be required (this is their *signature* to verify you were present and performed your service). Parent verifications are never accepted. Verification information should be obtained as the hours are performed and submitted to x2vol as soon as possible. If this is not possible, students will have one month after the service was performed to obtain the appropriate verification.

Once verified, your teacher will approve your entry as long as it meets the guidelines stated above. Due dates are provided on the next page.

"As each one has received a gift, use it to serve one another as good stewards of God's varied grace."

-1 Peter 4:10

2024-2025 Requirements

St. Louis School 5th Grade: 5 total hours (2.5 hours due by December 6, 2024; remainder due May 2, 2025)

St. Louis School 6th Grade: 10 total hours (5 hours due by December 6, 2024; remainder due May 2, 2025)

St. Louis School 7th Grade: 15 total hours (7.5 hours due by December 6, 2024; remainder due May 2, 2025)

St. Louis School 8th Grade: 20 total hours (10 hours due by December 6, 2024; remainder due April 28, 2025)

St. Louis Church PRE Confirmandi: 20 total hours (10 hours due by December 6, 2024; remainder due April 28, 2025)

*Students may begin performing service hours for the 2024-2025 school year on May 25, 2024.

*All hours completed between May 25, 2024 - August 29, 2024 must be turned in by August 29, 2024.

Pre-Approved Service Projects

St. Louis Church or School Office Work/Counting Candle Money

St. Louis Church VBS

St. Louis Church Nursery (unpaid)

St. Louis Church PRE/Café 242/Catechesis of the Good Shepherd

St. Louis Church Feed My Flock

St. Louis Church Parish Picnic

St. Louis Church DRE Sacramental Prep.

St. Louis Church Men's Club Events (Hole-In-One, Parish Picnic, Pig Day, Mardi Gras Parade, Fish Fry)

St. Louis Church Lessons & Carols

St. Cecilia's Children's Choir (not School Masses)

St. Vincent de Paul

St. Louis School Back to School Sunday/Open House/Stem Night

St. Louis Home & School Events (School Supplies, Trunk or Treat, Auction, Cardinal 5K, Receptions)

St. Louis School Camps run by an SLS staff member (after school or during summer/holiday break)

St. Louis School Cardinal Crops

St. Louis School Spirit Shop

St. Louis School Concession Stand

St. Louis School IT Dept

St. Louis School Library

St. Louis School Peer Tutoring (not during school hours)

St. Louis School Teacher Classroom Assistance*

Altar Serving (not School Masses)

Ave Maria Home

Catholic Charities Events/Food Bank/Mobile Food Pantry

Catholic Diocese of Memphis Events (Seminarian Dinner)

Catholic Heart Work Camp

Madonna Learning Center

St. Mary's Soup Kitchen (*If making sandwiches, the student must make 50 sandwiches on his/her own to earn one hour. Time is not given for shopping or driving to deliver.*)

Youth Villages Soup Sunday

Service Project Guidelines

*Students are not allowed to grade papers or assist teachers with counting extra credit. *Volunteering to clean or set up the same teacher's classroom will only be allowed once per semester.* Students are not allowed to babysit teacher's children for service hours.

Any service opportunities that come from the St. Louis Church DRE's office are considered pre-approved even if they are not listed above.

In determining your service, try to find opportunities that directly serve the poor or those in true need of service. Remember…service hours are unpaid hours and may not be performed DURING THE SCHOOL DAY. These are certainly not the only projects you can perform. If you have other ideas or opportunities of interest, STUDENTS must contact their Religion/Confirmation teacher.

All hours MUST be pre-approved: ANY SERVICE PROJECTS NOT ON THIS LIST MUST HAVE PRE-APPROVAL FROM THE STUDENT'S RELIGION TEACHER VIA EMAIL PRIOR TO PERFORMING THE PROJECT

Students do not receive service hours for working fundraisers that benefit them. For example, working a fundraiser is not service if you are raising money for a mission trip.

Babysitting, yardwork, and dance classes are not approved for service hours. Contact your teacher for specific situations where this might count.

"Bonus" hours cannot be earned. You can only earn service hours for actual hours served.

Students should also not combine Religion/Confirmation service hours with service hours for other organizations (i.e. Beta Club, Scouts, Cheerleading, etc.)

Date:	Student Signature:	Parent Signature:
_____	_____	_____

How to Login and Register your X2VOL Student Account

1. Go to this site...https://www.x2vol.com/index.html

2. next click JOIN up on the top right

3. next see section My School Instructed me to Complete Registration...click complete registration

4. next enter St. Louis Catholic School

5. It should pull up ST. LOUIS CATHOLIC SCHOOL MEMPHIS, TN... click that

6. Enter your student's last name and the email address used to sign them up (some is the kids own email, some are mom's or dad's)

7. Once you find your account page, click PROCEED (do not worry if the birthdate is wrong, just leave it alone; if you don't have a student ID, just put any combination of numbers in there that you want and PROCEED)

8. Next it will take you to a page to create your password and choose your group. Password is your choice...group is:

   (SELECT YOUR CURRENT GRADE'S GROUP)

9. On this page you can also enter a second email address if desired. Then you MUST click the first two boxes at the bottom saying you understand...then hit COMPLETE REGISTRATION and you should be all set!

10. Contact me if you have any questions or issues!

How to Enter Hours Into x2vol

1. Sign into your account - this will bring you to the **Dashboard** page (figure #1)

2. On the Dashboard you will click on the **Add Hours** tab - this will bring you to the **My Activity Log page** (figure #2)

3. On the My Activity Log you will click on the **Create New** tab - this will bring you to the **Create a Personal Project** page (figure #3)

4. You will fill out the required fields (highlighted fields in figure #3) on the Create a Personal Project page.

5. **MAKE SURE THE EMAIL ADDRESS OF THE CONTACT PERSON IS CORRECT OR YOUR EMAIL WILL NEVER GET TO THEM TO VERIFY YOUR HOURS.**

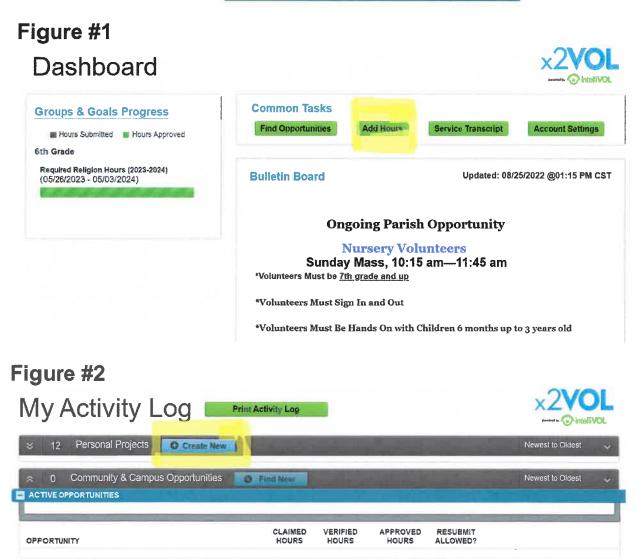   ***Any questions or for summer pre-approval, please email Mrs. Scherson mscherson@stlouismemphis.org**

Figure #1

Dashboard

x2VOL
intelliVOL

Groups & Goals Progress

■ Hours Submitted   ■ Hours Approved

6th Grade

Required Religion Hours (2023-2024)
(05/26/2023 - 05/03/2024)

Common Tasks

[Find Opportunities]   [Add Hours]   [Service Transcript]   [Account Settings]

Bulletin Board   Updated: 08/25/2022 @01:15 PM CST

Ongoing Parish Opportunity

Nursery Volunteers
Sunday Mass, 10:15 am—11:45 am
*Volunteers Must be 7th grade and up

*Volunteers Must Sign In and Out

*Volunteers Must Be Hands On with Children 6 months up to 3 years old

Figure #2

My Activity Log   [Print Activity Log]

x2VOL
intelliVOL

| ⌄ | 12 | Personal Projects | ⊕ Create New | | | | | Newest to Oldest ⌄ |

| ⌃ | 0 | Community & Campus Opportunities | ⊗ Find New | | | | | Newest to Oldest ⌄ |

ACTIVE OPPORTUNITIES

OPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?

Figure #3

3. Create a Personal Project

x2VOL
inteliVOL

■ Activity

[Max. 100 character]

Agency or Organization Name

Project Description

Personal Projects
If you've completed an event outside of what's listed in x2VOL, such as volunteering at a local hospital, then claim your hours as a Personal Project.

Attachments

Add files...

ou can upload .pdf, .jpg, .png, .gif, .bmp, .zip, .doc, .docx, .xls, .xlsx, .ppt, ptx, .txt, .wmv, .mp4, .rtf, .csv, .pps, .wma, .flv, .mov, .mpg files. The aximum file size is 20MB.

Drop Files Here

☐ **Make this a recurring project**
Allows you to reuse this personal project for future claims without reentering the information.
(ex. Volunteering at the food bank several times a month.)

Interests (Please select the interest that best describes the activity you performed)

◉ Humanitarianism   ○ Faith-based   ○ Environmental

○ Government   ○ Educational

■ Activity Verification Contact

The contact you specify here will be sent a verification request link. The link will allow the contact to provide verification that the service hours that you've claimed for this event are accurate. Please note that this information may also be audited.

Name

Phone

Email Address

■ Claim Hours(Date that you performed the service.)

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered.
You can provide the dates/date range in the Description section at the top of this page.
If you have been instructed to provide one entry per date please do so.

Date	Hours		Minutes	
	00 ⌄		00 ⌄	

Reflections

Please explain what you learned from this experience. Reflections will be displayed on your Official Service Transcript™ for admissions officers to review with your High School application. Please ensure your response is a quality reflection.

■ Apply Hours to Goal(s)

☑ **Organization Goals**
Select where the hours being claimed will be credited to. Either choose an Exclusive Goal or choose the option "Apply to all Non-Exclusive Goals"

NOTE: Below are all ACTIVE goals in your organization. If you are logging hours that do not belong in an active goal below, choose "Apply to all Non-Exclusive Goals" and the hours will appear in your activity log for the date you submitted.

GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN

Apply to all Non-Exclusive Goals:

Select this to log your hours without a goal.

The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy.
If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school.

▣ Comments

DATE	USER	COMMENT

▣ Claim History

DATE/TIME	EVENT	USER

Submit   Cancel

*IF YOU ALTAR SERVE @ ST. LOUIS CHURCH:

please send your verification emails to

Stlouis.info @ stlouis.cdom.org

(DO NOT SEND VERIFICATION EMAILS TO THE PRIESTS!)

x2VOL Frequently Asked Questions (For Students)

What is x2VOL?

- An online tracking and reporting system that allows students to enter their service hours online at any time as well as check for any volunteer opportunities and sign up for them (this part we are working on). Students can also receive reminders about the opportunities and print a service hour log that can be used for things such as future high school and college applications.

How does x2VOL work?

- Visit the link here – https://help.x2vol.com/knowledge/how-do-i-register-or-join-x2vol-as-a-student
- Enter ST. LOUIS CATHOLIC SCHOOL OR Memphis 38117
- If it asks for your student ID, please just put a question mark in the space and move on.
- If your birthdate or anything else is incorrect, please just let us know and we will go in and change it for you.
- YES, you may get a red screen label or notification that your account needs to be verified by an administrator. I WILL TAKE CARE OF THIS. I check most days so please do not email me. Once you are verified, you may go in and enter your "projects."
  - o PROJECTS are your service hours...what you did! So, for example, one student's projects may be VBS, Hole in One, and Doll Camp. It simply refers to the activity you did for your service aka. Your service projects! Each opportunity should be inputted as a separate project.
- It is important to enter your projects as soon as you can just to help YOU stay up to date. Please DO NOT STRESS...hours do not need to be entered the day of the event.

How do I log hours in x2VOL?

- Log in to x2VOL and view your Dashboard.
  - o Click the green button, Add Hours.
  - o You will be on your Activity Log page.
  - o You can log your hours as a **Personal Project**. Click the blue, Create New button in the top section titled Personal Projects.
  - o Every time you log hours, there will be fields to fill out: Activity Name, Project Description, Hours amount, date etc. BE SURE to get the correct contact person and their information (email ONLY) to add for verification.

- <u>Recurring Project</u>: if this project is something you do on a regular basis, make sure you check the box, [Make this a Recurring Project]. It will save to your Activity Log and allow you to just add the hours and dates in the future, instead of logging the entire activity from scratch each time.
- <u>Multiple Dates</u>: if you've done a project over the span of multiple dates, you should enter the <u>last date</u> of your service-learning experience and then explain the details of all the dates you served in the description box.
- <u>Assign Goal</u>: each Religion class group has only 1 goal to choose from.
- <u>Honor Code</u>: you must check the honor code before submitting your hours. You are claiming that the information you submitted is accurate and true.

What to do if my student forgets their password or has trouble logging in?

- Please email me or their teacher to reset passwords or help with login issues. For protective purposes, emails outside of our school domain cannot be received, meaning if you select "reset password", x2Vol cannot reply. We are now setup to be able to log in and reset passwords for each student.

**THIS SHOULD NO LONGER BE AN ISSUE FOR SLS STUDENTS AS THEY NOW CAN LOGIN USING CLEVER!

What happens once I enter my project and how do I edit my entry?

- Once you enter your project information:
  1. a verification email will be sent to the contact person provided by you.
  2. your entry is verified.
  3. your teachers will approve your entry. Please do not stress if this is not completed immediately...as long as you have entered a pre-approved project or received approval from your teacher for your chosen opportunity, your project will be approved.
- You can edit your project entry by going to your Activity Log page and clicking the Edit button next to the entry you wish to edit. You can only edit opportunities that have not gone through the final teacher approval (#3 above).

How can I receive additional support if I have questions about using x2VOL?

- Either contact the service hour coordinator at your school (currently contact your religion teacher first; if not, contact Stephanie Novarese at snovarese@stlouismemphis.org) or contact Support@intellivol.com