

Christian Service – Memo to Supervisor

Student Name: _____ Grade: _____ Religion Teacher: _____ per.

Dear Supervisor,

The student who has approached you regarding volunteer work is a student at St. Monica Catholic High School and is volunteering to complete his/her Christian Service requirement (100 hours is required for graduation at St. Monica). He/She is required to complete these hours in yearly increments and must serve different focus groups according to his/her grade level. It is imperative that he/she serves you to the best of his/her ability and that his/her experience is in accordance with the St. Monica High School Christian Service Policy. He/She should be very familiar with this policy and should inform you of what is required prior to beginning any volunteer work.

This student is ultimately responsible for the quality of his/her volunteer work but there are a few things that we ask of you, the supervisor, in order to ensure the most rewarding experience for this student.

1 – Students must work DIRECTLY with the people your agency serves (example: for a soup kitchen, students must serve the patrons not work in a kitchen the entire time).

2 – Students must not work behind a desk, or be responsible for clerical work of any kind .

3 – Students must be monitored by you at all times.

4 – Students must NOT fill in their own hours log (please use the official St. Monica hours log and do not allow students to fill in hours “on their honor”).

5 – Students must have supervisors sign off on hours as they are completed (not in one lump sum).

6 – If possible, you should keep a separate log (or a copy of the student log) so that hours can be confirmed at a later date if necessary.

7 – Students may not work for you if you are a friend or relative of any kind.

Hopefully the above criteria will allow for the most rewarding experience possible (for the student and you). Please feel free to call us with any questions/concerns. We are happy to clarify any information or policy for you. Please be sure to sign at the bottom. The student who has approached you should have two copies of this memo (one for your records and one for ours).

Thank you for allowing this student to volunteer for your organization. Our Christian Service Program has proven invaluable to the development of our students. We hope the work this student has committed to will help him/her grow in faith and community awareness.

Sincerely,

Ms. Siobhan O’Neill and Mr. Marc Nuno
St. Monica Catholic High School
Campus Ministry
(310) 394-3701 X415

I have read and understand the above memo _____
(Supervisor’s Signature)