



Notre Dame School  
of Manhattan

*Notre Dame School*  
*Community Service*  
*Program*

If you offer food to the hungry and satisfy the needs of the afflicted, then your light shall rise in the darkness and your gloom be like the noonday.

Isaiah 58:10

## Rationale

The Notre Dame Mission Statement ([check the last page for a reminder!](#)) affirms the school's official goal of nurturing an altruistic orientation in its students. Service to others is an essential aspect of this formation and is the primary goal of our Service Program.

Students are encouraged to be engaged in the world around them and to share their gifts and talents with others, especially those less fortunate. It is important during high school years for adolescents to develop relationships with adults beyond their family and school communities. The Service Program provides a vehicle for fostering these relationships.

Adolescent years are a time for expanding one's horizons. The forty-hour requirement presents an opportunity for students to recognize various needs people in the community may have and to offer their talents to meet these needs.

High School years offer the opportunity to explore future careers. Some placements may afford students a chance to experience potential career paths.

## Timeline

### **NINTH GRADE and TENTH GRADE:**

Through the counseling program, students are helped with the social skills of introducing oneself and others, placing a phone call to request information, and making an appointment for an interview! These skills are key to helping students connect with service opportunities. All students attend the Service Assembly to gain new knowledge and inspiration from hearing about the volunteer work their fellow classmates have done. Completing hours is recommended during tenth grade or over the summer so that students are not burdened during Junior/Senior Year.

### **ELEVENTH GRADE:**

The juniors also participate in the Service Assembly! All Notre Dame students are expected to complete the forty hours of required service by May 15th of junior year.

### **TWELFTH GRADE:**

Forty hours is the requirement for volunteer time. However, seniors are strongly encouraged to continue in a service project. Many ND students complete 60 to 80 hours and beyond of service.

## **Appropriate Service**

Students may consult the Service Coordinator (*Ms. Null*) of their choice of volunteer work and have the placement approved before committing herself to the particular agency. We encourage students to work for non-profits that help people in need.



## **Requirements**

It is the responsibility of each student to find one or more places where she can complete her 40 hours to fulfill the service requirement. Once completed, the students must submit verification from their supervisors to the Service Coordinator by the appointed time.

## **Acceptable Service**

Generally, the placement should be with a non-profit group. An example of an exception would be helping a lawyer who is doing pro bono work.

Family related placements are not acceptable. The goal is to get to meet new people!

Service done through school clubs or school sponsored activities (NHS, Student Council, Breast Cancer Walkathon) while commendable, do not fulfill the forty-hours requirement.

Organizations which address systematic problems such as Doctors Without Borders, Bread for the World, Pax Christi, Non-Government United Nations Organizations are desirable because they are “outside of the box” and allow students to discover new opportunities.

## **Verification**

Students must secure from the supervisor of their placement a statement specifying the number of hours which the student worked. It is also desirable that a brief explanation of what the student did be included. This statement should be on a letterhead of the organization.

## **Additional Information**

Information about service opportunities can be obtained in the Counseling Center and by Ms. Erin Null. Asking your fellow Chez Nous sisters can also be very helpful!

A brief description of the requirements of this program is published in the Parent/Student Handbook. By signing the Parent/Student Handbook contract, parents agree to the fulfillment of the requirements of this program.

## Advice

- ★ Begin service as soon as possible
- ★ Accumulate hours steadily
- ★ Plan appropriately given your school work and after school activities
- ★ Choose a placement where the transportation is somewhat easy
- ★ Consider a service you and your friends could enjoy together
- ★ Be responsible and committed to your service. Don't disappoint!



## *Mission Statement*

Notre Dame School of Manhattan offers a Catholic education for young women in the tradition of Anne de Xaintonge. Inspired by this 17th Century pioneer in women's education, Notre Dame promotes academic excellence for girls, an awareness of God in their lives, and engagement in the world around them.

At Notre Dame in the 21st Century, the school's small, nurturing environment encourages each student to be open to personal and intellectual growth. The rich cultural, racial, and ethnic mosaic of Notre Dame's community and its urban location enhance global awareness. A challenging curriculum prepares talented young women for college and for lives of leadership and service.

**“The happiest people I know are those who lose themselves in the service of others.” ~ Gordon B. Hinckley**