

The logo of the Academy of the Holy Names is a circular seal. It features a central shield with a cross and other symbols, surrounded by the text "ACADEMY OF THE HOLY NAMES" at the top and "SINCE 1881" at the bottom.

# Academy of the Holy Names Community Service Program Description

Faithful to the mission and intention that each student at the Academy becomes the greatest person that she can become, we recognize that service to others and participation in the corporal works of mercy as described by the church, is a key component to that achievement and answering the call to Social Justice. The corporal works of mercy are to feed the hungry, to give drink to the thirsty, to clothe the naked, to ransom the captive, to harbor the harborless, to visit the sick, to bury the dead and to care for God's creation. Our community service program is our commitment to the mandate of the Gospel, as well as to the vision of Blessed Marie Rose in founding the community of the Sisters of the Holy Names of Jesus and Mary. Recognizing that each student is uniquely gifted, we provide and foster opportunities for all members of the AHN community to share their time, talent and treasure within the larger Tampa community, and indeed, in the world.

The Academy of the Holy Names requires each student to complete at least 100 cumulative hours of community service prior to graduation. A minimum of 25 hours of service must be performed each year. Half of these hours (12.5) may be done "in school," and the balance/difference "out of school." At least half (12.5) of each year's required service hours are to be performed by the end of the 2nd Quarter, **December 14, 2018**. The remainder of the hours for all students, including Seniors, must be submitted by the end of the 3rd Quarter, **March 8, 2019**. In the event that a student has not satisfied this obligation by the end of the school year, there is the possibility that the student will not be permitted to take final exams, leaving the year's work "Incomplete." Final report cards will not be sent until the requirement has been satisfied, nor will grades be available. It will not be possible for a student to advance to the next grade level until all the obligations and requirements of the current year have been met.

Each project to which a student commits herself should reflect the goal of performing a work of mercy. Projects may be done through the student's place of worship, community or civic organizations, or through other not for profit agencies. Under no circumstances will students accumulate community service hours for service to anyone in her family. All service, including that done in school, must be documented using the "Community Service Report" form. These are available in the Campus Ministry office. Unless mailed directly by an agency/organization, submitting reports of service rendered is the responsibility of the student. Up-to-date records of completed service hours are available in the Campus Ministry office. All students should check with the Office to be certain that all completed/submitted hours have been posted to the student's record.

In the event that a student does not satisfy her minimum community service obligation before the required deadline, the final report card will be withheld until that commitment has been satisfied. It is important to remember that community service is an essential element in the educational process and experience of the Academy, and our intention and hope of fostering a life-long pattern of helping others.

**Academy of the Holy Names**  
***Community Service Report 2018-2019***

**(To be completed by student)**

Student's name \_\_\_\_\_ Grade \_\_\_\_\_

Name of organization \_\_\_\_\_

Address of organization \_\_\_\_\_

Name of supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Date service was provided: \_\_\_\_\_ Hours of service performed \_\_\_\_\_

*Please remember that no more than half (12.5) of the required hours for each year may be satisfied through service to or at AHN. The balance of hours are "out of school" service to a not-for-profit organization, serving the disadvantaged – economically, physically, spiritually or developmentally.*

Describe what sort of service you performed: \_\_\_\_\_

**(To be completed by supervisor)**

Please write a few brief comments about the student's attitude, response to supervision, ability to follow directions, etc. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*"I certify that the information described on this form is correct, and that the student mentioned above did perform the service described.*

**Please make a copy of this form and  
return to the student in a sealed envelope, OR mail to:  
Campus Ministry Office  
Academy of the Holy Names  
3319 Bayshore Blvd.  
Tampa, FL 33629  
813-839-5371, ext. 249 Fax: 813-839-1486**

OR e-mail to Sr. Mary Patricia Plumb, S.N.J.M., Campus Minister, at  
**MPlumb@holynamestpa.org**