

JUNIOR
Community Service
Handbook
2011-2012



MARQUETTE
UNIVERSITY
HIGH SCHOOL

For Faith, Scholarship and Community

A Brief History of the Service Program

Marquette High has had students involved in community service and has involved social justice themes in its theology curriculum since the early seventies. At that time, the Senior Shared Life Program began. During this program students spend two weeks outside of school working full-time at a service site. In the late seventies, however, education for justice became a new priority in Jesuit secondary education. The Thirty-Second General Congregation of the Society of Jesus emphasized the centrality of justice in Jesuit education: "The mission of the Society of Jesus today is the service of faith, of which the promotion of justice is an absolute requirement."

In response to this call, all Jesuit secondary schools began to examine their commitment to education for justice, and at Marquette High shortly thereafter the Service Program began to evolve as an important dimension of the curriculum. In 1990 Father Tom Doyle S.J. implemented the sophomore and junior aspects of the service program and it has been evolving ever since. It was at this time that the position of Community Service Director began.

The sophomore program provides opportunities for students to experience different types of work. There are nearly daily opportunities for students to serve persons in need. The junior program is two fold. During junior year students are required to take two theology classes: Christian Discipleship and Church History. During the Christian Discipleship class, students learn to identify a need in the Merrill Park neighborhood community and they then design and implement a service project to address these needs. During the Church History semester students are required to work at one site. While the sophomore experience provides different opportunities, junior year focuses on developing relationships.

The Philosophy and Goals of the Service Program

Jesuit education assists in the formation of persons who will put their beliefs and attitudes into practice throughout their lives. At Marquette High School we hope that each young man will graduate with a genuine concern for those who suffer in the world. Our service programs help students realize that their talents are gifts to be developed for the good of human community. They are encouraged to use their gifts in the pursuit of the Jesuit ideal to become "**Men for Others.**" In order to promote an awareness of "others" Marquette High School has committed to a strong service program. Students are expected to perform a minimum of 170 hours of service during their time at Marquette. These hours are a crucial part of every student's development in areas of social responsibility and social awareness.

Ignatian Goals of Service Work

1. Integrity. Faith without action is empty, narcissistic, and usually dull. If there is any message in the Incarnation, it is that God is waiting to be born among those marginalized, uninvited, cold, and tired. When faith- or education- is not about learning to take care of one another, it becomes self-serving, and no longer deserves the moral and financial support from the community.

2. Leadership. MUHS students will encounter a global society that is becoming more competitive, individualistic, and transitory. More than ever, an understanding of servant leadership can draw on the rich biblical heritage of seeking a community that is committed to the common good. It requires leaders who are socially responsible, and have a consciousness of that which divides and belittles people, i.e. bigotry, poverty, and violence.

3. Capacity to be generous. At the heart of Ignatian spirituality is the magis- the more. It is to show them that everyone has unlimited ability to heal, support, listen, entertain, inspire, and encounter Christ in the least among us.

4. Sacramental aspect of service is realizing that no act of kindness, even when it is hidden, unappreciated, or done with mixed motives (as are all service activities), is ever wasted. It matters, simply because there is a belief that there is a holiness that dwells within all life, and any attempt to honor that holiness- such as ensuring that people are treated with dignity- is making the goodness of God a bit more real, a bit more personal. Ultimately, it is discovering that one of life's greatest treasures is to do what Ignatius kept insisting we ought to do: labor for the greater glory of God.

5. Relationships. As a sophomore you were able to choose from a plethora of opportunities. Some of you may have found a niche at a particular site but many of you did different projects. During your junior year the emphasis is on developing relationships. You will be asked to complete all of your hours at one site. This experience will be more intense than sophomore year but will prepare you for your Senior Shared Life experience.

Logistics

1. Choosing a site. Every student and parent should read through the different sites. Information pertaining to each site can be found on the fact sheets for each site. Students will then submit their contract and permission slip (see important dates for deadline). The contract includes choice options for the different sites and permission to attend the orientation.

2. Sign up process. Students must sign up by midnight Sunday of every week for volunteer opportunities for the current week. Once a student has signed up he is expected to complete those hours. At the beginning of every week the Pastoral Department will deliver the sign up sheets to each site and will collect the fulfilled hours from the site. Hours will then be updated in the computer.

3. Hour expectations. Students are expected to complete 12 hours each semester at their chosen site. It is these hours, and these hours only that will count towards the 12 total hours. Students must also complete 3 hours by the quarter deadline.

4. Rides. Students are responsible for their own rides and they should make the necessary arrangements. It is generally easy for students working at the same site to coordinate rides with one another.

MAKING A DIFFERENCE

Community Service Tips For Working with People with Disabilities

Focus on ability

A person with a disability is a person, first and foremost. Accept the fact that the disability exists.

The individual is more important than the disability. Do not say "disabled person" or "handicapped," but rather "person with a disability."

Allow members to be as independent as possible. Try to meet the needs of the individual, look at what the person *can* do!

How to help

Encourage everyone to participate fully in the program. Observe and encourage the abilities and strengths of each individual.

Offer to help, but don't insist. If your help is needed, a person will accept your offer and tell you what you can do.

Ask about the best way to help. Everyone does things differently, even those with the same disability.

Be patient. It might take longer for a person with a disability to get things said or done. Let them set the pace.

Socialize with members during programs

Make sure you have the person's attention before you speak.

Introduce yourself and speak directly to the person, rather than to a companion or interpreter.

Listen attentively to a person with speech difficulties. Repeat back what you are able to understand, and ask yes/no questions to fill in details when needed. Never pretend to understand!

A wheelchair is an extension of the user's body; respect it. Never hang or lean on it, or move it without the owner's permission. Help the individual watch for architectural barriers.

Sit down when having a conversation with a person using a wheelchair.

Adapted from "Establishing Positive Attitudes" and "Tips for Easier Communication" in, The Missing Link (1991).

Easter Seals Southeastern Wisconsin Volunteer Manual

Tips for Mentoring Youth

Be a friend. Be willing to listen. Coach. Be responsible and accountable. Take a genuine interest in the individual. Develop a positive and personal rapport with the kids. Be sensitive to their needs and abilities.

Always be positive. Be courteous and thoughtful. Humor and creativity is always welcomed. Be patient. Understand that there are differences between you and the kids you meet. Invite and include all kids to participate. Allow the kids to make independent decisions. Be alert.

You are not a therapist, foster parent, or a cool peer. You are a mentor.

Bluemound Childcare/Hillcrest Homes

Service Hours: You must complete at least 12 service hours at Bluemound Childcare/Hillcrest Homes this semester. You must complete at least 3 of your hours by the quarter break.

Description: Bluemound Childcare is a daycare center for young children and Hillcrest Homes are group homes for those with various needs.

Expectations: You are expected to be outgoing and you are expected to take some initiative. Make the experience of the children and adults you work with a fun and valuable experience.

Location: Bluemound Childcare 822 N. 68th St
Hillcrest Homes 5210 S. 44th St
5414 W. Vliet St.

Times: Mon.-Fri. (Bluemound Childcare) 3:00 p.m. - 5:00 p.m.
Sat (Hillcrest Homes) 12:00 p.m.- 3:00 p.m.
Sun (Hillcrest Homes) 1:00 p.m.- 4:00 p.m.

Contact: **Bluemound:** Bonnie Jones **Phone #: 475-6676**
Hillcrest: Cindi Rusch **Phone #: 476-2928**
#: 698-4870 (cell)

Orientation: See Important Dates Page. Time TBA

Sign-Up: Sign-up is online. Sign up by midnight every Sunday night for shifts beginning Monday. On Mondays the sign-up sheets will be delivered to Bluemound Childcare/Hillcrest Homes. You must sign-up online to receive credit. This is to assure accuracy and to inform the site of your arrival.

Sat. Jug: You will receive a Saturday JUG if you sign up and fail to show up at your service site.

Sign In: During each visit to Bluemound Childcare/Hillcrest Homes you **MUST** sign-in and out to receive credit. You **MUST** do this yourself.

Verify Hours: The computer will automatically give you the indicated hours on the day of service. Get online to verify for yourself.

Parking: There is parking available on the street in front of each place.

Safety: Students should take precautions. Keep belongings in your car locked up and out of sight. Use the buddy system by planning to volunteer with a friend.

Howard Village

Website: <http://laureategroup.com>

Service Hours: You must complete at least 12 service hours at Howard Village this semester. You must complete at least 3 of your hours by the quarter break (see important dates).

Description: Howard Village Retirement Center

Expectations: You are expected to be outgoing and interactive with these adults. Make the most of this experience by just having some fun.

Location: Howard Village, 2500 E. Howard Avenue, St. Francis, WI 53235

Times:
Wednesday 6:00-8:00 p.m.
Saturday 6:00-8:00 p.m.
Sunday 12:30-2:30 p.m.

Contact: Jodi Smith **Phone #:** 489-1400 ext. 22

Orientation: See Important Dates Page.

Sign-up: Sign-up is online. Sign-up by midnight Sunday for the upcoming week. The sign-up sheets will be faxed to Howard Village on Tuesday morning. You must sign-up online to receive credit. This is to assure accuracy and to inform the site of your arrival.

Sat. Jug: You will receive a Saturday JUG if you sign-up and fail to show up at your service site.

Sign In: During each visit to Howard Village you **MUST** sign-in and out to receive credit. You must do this yourself.

Directions: Directions will be printed in your confirmation letter.

Parking: There is plenty of parking available in their lot right off of Howard Ave.

Neighborhood House

<http://www.nh-milw.org/>

Service Hours: You must complete at least 12 service hours at Neighborhood House this semester. You must complete at least 3 of your hours by the quarter break.

Description: Neighborhood House is an after school program for inner-city youth

Expectations: You are expected to be outgoing and you are expected to take some initiative. Make the experience of the children you work with a fun and valuable experience.

Location: Neighborhood House, 2819 W. Richardson Pl., Milw. WI. 53208

Times: 3:30-5:30 p.m. Choose one day of the week (i.e. Monday)
And go for SIX consecutive weeks

Contact: Nicholas Gray Phone #: 933-6161 ext. 159

Orientation: See Important Dates Page. Time TBA

Sign-Up: You will sign up for your hours with the contact person, **not via the website.**

Sat. Jug: You will receive a Saturday JUG if you sign up and fail to show up at your service site.

Sign In: During each visit to Neighborhood House you **MUST** sign-in and out to receive credit. You **MUST** do this yourself.

Parking: There is parking available on the street in front of Neighborhood House.

Safety: The Neighborhood House neighborhood is similar to MUHS. Students should take similar precautions. Keep belongings in your car locked up and out of sight. Use the buddy system by planning to volunteer with a friend.

Pieper Hillside Boys & Girls Club

<http://www.bgca.org/clubs/>

<http://www.bgca.org/>

Service Hours: You must complete at least 12 service hours at Hillside Boys & Girls Club this semester. You must complete at least 3 of your hours by the quarter break

Description: Hillside Boys & Girls Club is a fun and safe place for young children to engage in positive activities. It is your job to provide these kids with positive attention.

Expectations: You are expected to be outgoing and willing to complete any task on site. Ask many questions and talk to people. This is a very interesting site if you take the time to find out for yourself.

Location: 623 W. Cherry St. Milwaukee, WI. 53212

Times: Monday - Friday 3:30 p.m. - 5:00 p.m.
Monday - Friday 5:00 p.m. - 6:30 p.m.

Contact: Robert Jackson Phone #: 291-0347

Orientation: See Important Dates Sheet. Time TBA.

Sign-Up: Sign-up is online. Sign up by midnight every Sunday night for shifts beginning Monday. On Mondays the sign-up sheets will be delivered to Hillside Boys & Girls Club. You must sign-up online to receive credit. This is to assure accuracy and to inform the site of your arrival.

Sat. Jug: You will receive a Saturday JUG if you sign up and fail to show up at your service site.

Sign In: During each visit to Hillside Boys & Girls Club you **MUST** sign-in and out to receive credit. You **MUST** do this yourself.

Verify Hours: The computer will automatically give you the indicated hours on the day of service. Get online to verify for yourself.

Parking: There is parking available on 6th Street next to Hillside Boys & Girls Club.

Safety: The Hillside Boys & Girls Club neighborhood is similar to MUHS. Students should take similar precautions. Keep belongings in your car locked up and out of sight. Use the buddy system by planning to volunteer with a friend

Highland Community School

Service Hours: You must complete at least 12 service hours at Highland Community School this semester. You must complete at least 3 of your hours by the quarter break (see important dates).

Description: You will be involved in an after school program to children in K-3 through grade 3.

Expectations: You are expected to outgoing and to take some initiative. Make the experience of the children you work with fun and valuable.

Location: 3030 W. Highland Blvd, Milwaukee

Times: Monday – Friday 3:15-5:15 p.m.

Contact: Tracy Williams **Phone #:** 342-1412

Orientation: See Important Dates Page. Time TBA

Sign-up: Sign-up is online. Sign-up by Sunday at midnight for the upcoming week. The sign-up sheets will be dropped off at the school on Monday morning. You must sign-up online to receive credit. This is to assure accuracy and to inform the site of your arrival.

Sat. Jug: You will receive a Saturday JUG if you sign-up and fail to show up.

Sign In: During each visit to the school you MUST sign-in and out to receive credit. You must do this yourself.

Verify Hours: The computer will automatically give the indicated hours on the day of service. Get online to verify for yourself.

Parking: There is parking near the playground to the back of the school.

Safety: The Highland Community School's neighborhood is similar to MUHS. Students should take similar precautions. Keep belongings in your car locked up and out of sight. Use the buddy system by planning to volunteer with a friend.

Westside Academy II

- Service Hours:** You must complete at least 12 service hours at Westside Academy this semester. You must complete at least 3 of your hours by the quarter break.
- Expectations:** You are expected to be outgoing, friendly, and a good role model. Keep your attention on the Westside students. You are not there to socialize with other Marquette High students.
- Location:** 1940 N. 36th St. Milwaukee, WI. 53210
- Times:** Monday – Friday 3:00 p.m. - 5:00 p.m.
- Contact:** **Brian Dillman** Phone #: 344-2111
- Orientation:** See Important Dates Sheet. Time TBA.
- Sign-Up:** Sign-up is online. Sign up by midnight every Sunday night for shifts beginning Monday. On Mondays the sign-up sheets will be delivered to Westside Academy II. You must sign-up online to receive credit. This is to assure accuracy and to inform the site of your arrival.
- Sat. Jug:** You will receive a Saturday Jug if you sign up and fail to show up.
- Sign In:** During each visit to Westside Academy II you must sign in to receive credit. DO NOT FORGET!
- Verify Hours:** The computer will automatically give you the indicated hours on the day of service. Get online to verify for yourself.
- Parking:** There is parking available on the street in front of the school.
- Safety:** Westside is a secure and safe school. The Neighborhood is the Washington Park neighborhood. MUHS students should use the buddy system when traveling to Westside Academy. Students can park on the street in front of the school or in the parking lot to the south of the school on 35th St.