

OCEAN VIEW CHRISTIAN ACADEMY SERVICE HOURS

GUIDELINES:

1. Service hours must be volunteer work in the community, church and at OVCA.
2. Service opportunities must be in alignment with the mission, values, and policies of OVCA.
3. Service opportunities that result in compensation to a student or an organization that a student belongs to does not count toward the annual OVCA community service requirement. For example:
 - Participation in a car wash or similar activity sponsored by a sports team, youth group, etc. unless the proceeds are donated to a legitimate non-profit organization or charity.
 - Participation as an election poll worker, which is a monetary program, unless donated to OVCA.
 - An event at which admission is charged, unless all the proceeds are donated to a charitable organization.
 - School commitments which have a service requirement such as chapel band or ASB unless prior approval is given by the administration.
4. Service hours must be entered in ParentsWeb under the Family section. This form must be uploaded to Google Classroom no later than **two weeks prior to the end of each semester**.
5. Students must document their service experience by writing a Reflective Journal Essay. The Reflective Journal Essay must be uploaded annually to Google Classroom no later than **4 weeks prior to the end of the school year**.

REPORTING SERVICE HOURS: *(due two weeks prior to end of semester)

1. Go to OVCA's webpage at www.ovcapatriots.com
2. Login to ParentsWeb (top right side of home page)
3. Go to Family page (left side of page)
4. Find student's name in drop down menu*
5. Add Service Hours (+add new entry)

Date: Date of input
 Hours: Total amount performed this event.
 Description: Community or School (only these options)
 Note: Name of event, date service performed
 Verified By: Person who signed off, contact info.

Date	Description	Hours
4/1/2019	Community	2.0
6/1/2019	Community	1.0
Total:		3.0

Service Hours - Add

Name: John Johnson

* Date: 6/19/2019

* Hours:

* Description: Community

Note:

Verified By:

Save

REFLECTIVE JOURNAL ESSAY: *(due 4 weeks prior to end of school year)

1. Set up your essay as a Word document
2. Length should be one typed page, double spaced.
3. Must Include:
 - Description of service opportunity
 - Reason for choosing this service
 - What you learned
 - Biblical application
4. Upload to Google Classroom

Service Hours - Add

Name: John Johnson

* Date: 6/19/2019

* Hours: 3

* Description: Community

Note: Feeding San Diego 4/20/19

Verified By: Nelly Jasso (619) 222-2222

Save

