

#### **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 <a href="https://www.ovcapatriots.com">www.ovcapatriots.com</a>
- 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

  ★
- Add Service Hours (+add new entry)

Date: Date of input

Hours: Total amount performed this event. Description: Community or School (only these

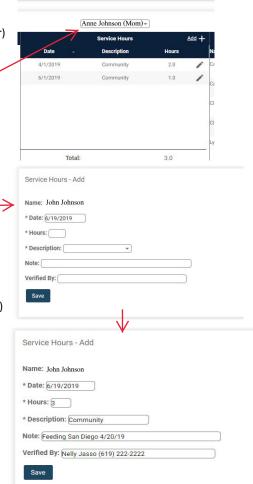
options)

Note: Name of event, date service performed

Verified By: Person who signed off, contact info.

## **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



NAME:	 CLASS OF:	SEMESTER:

# OCEAN VIEW CHRISTIAN ACADEMY SERVICE HOURS LOG

		Date of			
Hours	Community/School	Service	Description	Supervisor Name and Signature	Contact #/email

Annual Service Requirement	Grades 7-8	Grades 9-12
Semester 1	3 hours- Community 1 Hour- School	5 Hours- Community 6 Hours- (Seniors) 1 Hour- School
Semester 2	3 hours- Community 1 Hour- School Reflective Journal Essay	5 Hours- Community 6 Hours- (Seniors) 1 Hour- School Reflective Journal Essay
Annual Service Total	6 Hours- Community 2 Hours- School 8 Total Service Hours	10 Hours- Community 12 Hours- (Seniors) 2 Hour- School 12 Total Service Hours (14 Seniors)