

**2009 - 2010**  
**COMMUNITY SERVICE**  
**HANDBOOK**



**CARDINAL NEWMAN HIGH SCHOOL**

512 Spencer Drive  
West Palm Beach, FL 33409  
(561) 683-6266

# COMMUNITY SERVICE HANDBOOK

**Reverend David W. Carr**  
PRESIDENT

**Mr. John F. Clarke**  
PRINCIPAL

**Ms. Theresa Frettered**  
ASSISTANT PRINCIPAL

**Mrs. Susan Stephenson**  
ASSISTANT PRINCIPAL

**Mrs. Peggy Skantar**  
Community Service Coordinator  
Campus Minister

School Phone Number: 561-683-6266, Ext. 1030  
Fax: 561-683-7307



## **TABLE OF CONTENTS**

Overview of the Community Service Program.....	3
Benefits for the Student.....	4
Requirements of the Program. ....	4
Procedure for Completing Service. ....	6
Information for Transfer Students.....	6
Service Opportunities at Cardinal Newman. ....	7
Local Parish and School Programs. ....	8
Community Service Agencies.....	10
Parent Permission Form (CN-1). ....	16
Student Contract with School (CN-2).....	17
Student Site Contract/Supervisor Evaluation Form (CN-3). . .	18, 20
Student Service Hour Log Form (CN-4).....	19, 21
Student Reflection Paper Guidelines (CN-5). ....	22
Student Alternate Form (CN-6).....	23

## OVERVIEW OF COMMUNITY SERVICE PROGRAM

“ . . .whoever sows sparingly will also reap sparingly, and whoever sows bountifully will also reap bountifully . . . God loves a cheerful giver. Moreover, God is able to make every grace abundant for you, so that in all things, always having all you need, you may have an abundance for every good work.”

(2 Corinthians 9:6-8)

## MISSION STATEMENT

Cardinal Newman High School has as its purpose the holistic education of each student in light of the Gospel values taught by Jesus Christ. Service to others and personal sacrifice were very important to Jesus and therefore, are an integral part of preparing our students for becoming positive role models in the community.

This Community Service program is designed to enrich the lives of our students and the communities in which they live. Through successful completion of the program, the student not only helps others but also gains invaluable experience through working with a wide variety of non-profit organizations and in-school activities. Some students even return to work for the organization at which they volunteered. In addition, such service gives our students the necessary documented service which colleges expect from scholarship applicants.

## WHAT IS SERVICE?

Service is any act of giving assistance to another. It is using the gifts and talents that God has given us to help and care for others in a compassionate and friendly manner. Service is not expecting payment but giving freely of our time, talents and energy.

## UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE FINANCIALLY COMPENSATED.

All students will be required to choose from among the agencies and organizations contained in this Community Service Handbook. This makes it easier to know where our students are performing their service and easier to document the entire process. Also, it enables us to establish and maintain a good working relationship with these organizations. **Any service that was performed over the summer not included in this handbook must be approved by the Community Service Coordinator and submitted on the Community Service Forms which can be copied out of this handbook. Just because you have completed hours does not guarantee that they meet the requirements of our program.** Additional service opportunities will be posted on the bulletin board outside **Campus Ministry** throughout the school year. If you would like to have an organization added to the handbook, it must be approved through the Community Service Coordinator. **Acceptable service projects must be done with non-profit community agencies, service groups, churches or schools. Working for businesses or for-profit entities is not considered acceptable service. Working for a parent or family business or private babysitting of any kind is not considered acceptable service. NO CREDIT WILL BE GRANTED FOR SUCH SERVICE. STUDENTS, UNLESS GIVEN**

**SPECIFIC PERMISSION BY THE COMMUNITY SERVICE COORDINATOR, MUST SELECT FROM THE ORGANIZATIONS ALREADY APPROVED AND LISTED IN THE HANDBOOK. PLEASE NOTE: PARENTS MAY NOT SIGN THEIR OWN CHILD'S CN-3 OR CN-4 FORMS.**

## **BENEFITS OF THE PROGRAM FOR THE STUDENT**

The Community Service Program will provide a number of benefits to our students:

1. The opportunity for real-life education and on-the-job experience.
2. The student can do service in an area that might be of interest for future employment.
3. Valuable contacts can be made and networking done which may be an advantage in the job market or in higher education.
4. A sense of personal satisfaction and accomplishment in freely helping others.

## **REQUIREMENTS AND RESPONSIBILITIES**

1. All students must complete 100 hours of community service with passing evaluations in order to satisfy the requirements needed to graduate from Cardinal Newman High School. All students must complete 25 hours this year. For this year, any approved service must have begun no earlier than **March 15, 2009**.
2. One-half credit will be awarded upon successful completion of 100 hours and will become a part of your permanent record. Colleges and universities are looking more and more for documented service hours.
3. All service must be done with organizations and in-school opportunities found in this book. Additions to this list will be approved through the Community Service Coordinator and will be posted (please refer to "**What is Service?**" above) outside the Campus Ministry Office (in the 300's hallway).
4. All requests to add a club, group or organization to the handbook must be submitted to the Community Service Coordinator. **ONLY NON-PROFIT ORGANIZATIONS WILL BE CONSIDERED.**
5. **Each student must have at least four (4) DIFFERENT service experiences for completion of the Service Program (over a four-year period).**
6. No student will receive credit for more than four (4) projects in a given year. Each project/organization must be listed on the student service contract with the school and each included on the student record of service hours. **Up to half (12.5 hours) may be done with Newman per year. If more than 12.5 hours is to be completed at Newman it must be approved by the Community Service Coordinator using form CN-6. A student may opt to complete all his/her service with non-school related agencies/organizations.**
7. The following forms/documents must be on file and turned in by the appropriate date. **All necessary forms are contained in this handbook and should be photocopied by the student if he/she needs to submit more than one contract/supervisor evaluation or any other form.** Forms are available on the Internet at <http://www.cardinalnewman.com> and may be downloaded from there.

- CN-1 PARENT PERMISSION FORM
- CN-2 STUDENT SERVICE CONTRACT WITH CNHS
- CN-3 STUDENT SERVICE CONTRACT WITH SITE  
AND SUPERVISOR EVALUATION FORM
- CN-4 STUDENT RECORD OF SERVICE HOURS WITH  
SUPERVISOR SIGNATURE AND DATES
- CN-5 GUIDELINES FOR COMMUNITY SERVICE  
REFLECTION PAPER
- CN-6 STUDENT ALTERNATE FORM

**DEADLINES WHICH MUST BE MET:  
THE FOLLOWING WILL BE COLLECTED BY YOUR  
RELIGION TEACHER ON THE APPROPRIATE DATE**

**UNDERCLASS ONLY**

<b>1<sup>st</sup> Quarter</b>	<b>September 11, 2009</b>	<b>Forms CN-1 and CN-2</b>
<b>3<sup>rd</sup> Quarter</b>	<b>March 5, 2010</b>	<b>Forms CN-3 and CN-4 with 25 completed service hours <u>and</u> CN-5 with paper.</b>

**SENIORS ONLY**

<b>1<sup>st</sup> Quarter</b>	<b>September 11, 2009</b>	<b>Forms CN-1 and CN-2</b>
<b>2<sup>nd</sup> Quarter</b>	<b>November 20, 2009</b>	<b>Forms CN-3 and CN-4 with 25 completed service hours <u>and</u> CN-5 with paper.</b>

8. Students must receive a satisfactory or passing evaluation from their site supervisor(s) (see form CN-3) in order to fulfill the community service requirements. Students will receive a pass/fail grade for each year of completed service. ***STUDENTS MUST RECEIVE A PASSING GRADE EACH YEAR TO RETURN TO CARDINAL NEWMAN THE FOLLOWING ACADEMIC YEAR.*** Successful completion of the Community Service Program (receiving a “P” for each year) is necessary in order to receive a Cardinal Newman High School Diploma.
9. The student is responsible to the Service Agency for any work related to the service chosen. Any problems that arise must be reported immediately to the Site Supervisor and to the Community Service Coordinator.
10. Students must participate in all required training for their chosen service program. No service hours are granted for training time.

11. Transportation to the service agency/site is not provided by Cardinal Newman High School. Each student is responsible for transportation to and from the Service Agency site.
12. Wherever and whenever service is rendered, students are representing Cardinal Newman High School. Inappropriate behavior, language and attitude will not only reflect poorly on the school but also on their own and their family's reputation. It will not be tolerated and may contribute to a failing "grade" for that year's service requirements.
13. **Students who do not meet the necessary service deadlines during the school year may be subject to additional service hours at the discretion of the Community Service Coordinator.**
14. **Any Senior who has not completed all of his/her service work by November 20, 2009 will not be permitted to take semester exams until the community service is completed.**
15. No credit will be granted for activities that occur during school hours. Service is completed on one's own time. After school and weekend work is acceptable.
16. Lost booklets can be replaced (cost: \$5.00). Please see Mrs. Skantar in Campus Ministry.

### **PROCEDURE FOR COMMUNITY SERVICE**

1. Read the description of the service opportunities in the handbook.
2. Select a program that interests you and call the contact person. Once you pick the agencies/clubs you will work at for the year, fill out the Student Contract with the Site (form CN-3), which is to be kept by your site supervisor until it is time for him/her to evaluate your work.
3. Participate with a positive attitude in the service. Keep a log of all hours served(form CN-4) and have each entry signed by your site supervisor. Be faithful to all requirements of the Service Program Contract and adhere to all deadlines. **Make sure that your site supervisor completes the evaluation portion of form CN-3 and places it in a sealed envelope given to you in time for you to give it to your Religion teacher by the deadline.**
4. To receive credit at the conclusion of the Community Service Program, a reflection paper (form CN-5) describing your experiences and what you learned as a result of your service is due to your religion teacher by the appropriate deadline.

### **INFORMATION FOR TRANSFER STUDENTS**

Students who transfer into Cardinal Newman High School in 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grades, or freshmen who enroll at the start of the 2<sup>nd</sup> semester, are asked to provide written documentation from your previous high school(s) of completion of community service. This documentation should be given as soon as possible to Mrs. Skantar in the Campus Ministry office (in the 300's next to the Guidance Office). If community service was not required at your previous school, the 25-hour per year requirement may be waived, at the discretion of Mrs. Skantar, for any year(s) attended elsewhere. **PLEASE NOTE: Seniors interested in applying for the Florida Bright Futures Scholarship MUST have a minimum of 75 documented Community Service hours for eligibility. Transfer students are asked to keep this in mind; you may need to document additional hours each year to be sure you will meet this requirement.**

# **SERVICE OPPORTUNITIES**

## **at CARDINAL NEWMAN HIGH SCHOOL**

### Campus Ministry

Site Supervisors: Father Dumarsais/ Mrs. Skantar, Campus Ministry Office Room 306

Become involved with Emmaus retreats and numerous activities throughout the school year including community outreach events at Thanksgiving (Food For Families), collection of school supplies, etc.

### Development Office/Admissions/Alumni

Site Supervisor: Mrs. Martens, Events Coordinator/Ms. Carr, Ms. Joy, Admissions/

Jessica Willey, Alumni Coordinator

Students can help with various projects throughout the school year as well as help with mailings, computer input, and as photographers.

CNHS Football Teams Site Supervisor: Coach Steve Walsh

Various volunteer opportunities - please see Coach Walsh

Boys Basketball Teams Site Supervisor: Coach Brian Mullican

Help with home games keeping clock and the score book.

Girls Basketball Teams Site Supervisor: Coach Tom Moffett

Baseball Site Supervisor: Coach Jack Kokinda, Room 205

Boys Soccer Site Supervisor: Coach Javier Escalera, Room 305

Girls Soccer Site Supervisor: Coach Mary Romero

Two people are needed for lines for each home game

Softball Site Supervisor: Coach Gene Meyerowich

Prepare the field for games and/or run the scoreboard for home games

Volleyball Site Supervisor: Coach Keelin Hayden, Room 411

Set up/tear down gym for matches, work the P.A. for pre-game at varsity matches

Track Site Supervisors: Coach Harry Howell, Room 211

Coach Andrea Zaplatynski, Room 104

Guidance Department Site Supervisors: Mrs. Campbell-Michaels , Guidance Office in the 300s

The guidance office is in need of guidance aides to help with before and after school tasks.

Key Club Site Supervisor: Ms. Lewis, Room 212

The Key Club hosts various activities and events throughout the school year. Listen for events/meetings.

Media Center Site Supervisor: Mrs. Martin

The library can use student volunteers before school to stamp newspapers, cover the front desk, set-up a.v. requests, etc; after school until 3:15 to push in chairs, put materials away, cover the front desk, etc.

Student Government Site Supervisor: Mr. Bautista Room 304

Help is needed for the creation of banners, and organization of collected items throughout the school year.

*(Note: If a room number is not listed for an individual above, please leave a message for them in the Central Office, to be placed in their school mailbox.)*

## PARISH AND SCHOOL PROGRAMS

**STUDENTS ARE STRONGLY ENCOURAGED TO DO COMMUNITY SERVICE AT THEIR HOME PARISH AND SCHOOL! All schools and parishes are acceptable.**

*(When contacting a Parish or School, try to call before 3:30 p.m., M - F. Opportunities at Parishes include: Altar Server, Lector, Extraordinary Minister, Singer/Musician, Religious Education or Children's Liturgy aide, volunteering at the Parish carnival/festival, helping with food/outreach ministry, etc. Opportunities at Schools include helping with after-school care programs and sports activities.)*

Cathedral of St. Ignatius Loyola  
9999 N. Military Trail, Palm Beach Gardens, FL 33410  
561-622-2565

All Saints Catholic School  
1759 Indian Creek Pkwy., Jupiter, FL 33458  
561-748-8994

St. Ann Catholic Church  
310 North Olive Ave., West Palm Beach, FL 33401  
561- 832-3757

St. Ann School  
324 North Olive Ave, W.P.B.  
561-832-1791  
Assistance with after-care, 3 - 6 p.m.

St. Clare Catholic Church  
821 Prosperity Farms Road, North Palm Beach, FL 33408  
561 622-7477

St. Clare School  
561-622-7171

St. Edward Catholic Church  
144 N. County Road, Palm Beach, FL 33480  
561 832-0400

St. Francis of Assisi Catholic Church  
200 W. 20<sup>th</sup> St., Riviera Beach, FL 33404  
561-842-2482

Holy Cross Catholic Preschool & Center  
930 Southern Blvd., West Palm Beach, FL 33405  
561-366-8577

Juliana Lewis, Literacy Coordinator: 866-8026 - After-school homework help for children

Holy Name of Jesus Catholic Church  
345 South Military Trail, West Palm Beach, FL 33415  
561 - 683-3555

Holy Name of Jesus School  
561-683-2990

Holy Spirit Catholic Church  
1000 Lantana Rd., Lantana FL 33462  
561-585-5970

St. John Fisher Catholic Church  
4001 North Shore Dr., West Palm Beach, FL 33407  
561-842-1224

St. Jude Catholic Church  
204 U.S. Hwy. #1, Tequesta, FL 33469  
561-746-7974

St. Juliana Catholic Church  
4500 S. Dixie Highway, West Palm Beach, FL 33405  
561- 833-9745

St. Juliana School  
4355 S. Olive Ave., WPB 33405  
561-655-1922

St. Luke Catholic Church  
2892 S. Congress Ave., Lake Worth, FL 33461  
561- 965-8980 or  
Karen Lower, Religious Education (561) 969-1242

St. Luke School  
2896 S. Congress Ave., Lake Worth, 33461  
561-965-8190

St. Therese de Lisieux Catholic Church  
11800 Lake Worth Rd., Wellington FL 33449  
561-784-0689

Mary Immaculate Catholic Church  
390 S. Sequoia Drive, West Palm Beach, FL 33409  
561 - 686-8128

St. Mark Catholic Church  
643 N.E. Fourth Ave., Boynton Beach, FL 33435  
561- 734-9330

St. Mark School  
730 N.E. 6<sup>th</sup> Ave., Boynton Beach, 33435  
561-732-9934

Our Lady of Florida Spiritual Center  
1300 U.S. Highway One, North Palm Beach, FL 33408  
561-626-1300, extension 113  
Contact: Rev. Patrick Daugherty - Help is needed carrying luggage to rooms for retreatants, etc.

Our Lady Queen of the Apostles Catholic Church  
100 Crestwood Blvd. South, Royal Palm Beach, FL 33411  
561- 798-5661

St. Paul of the Cross Catholic Church  
10970 St. Road #703, North Palm Beach, FL 33408  
561- 626-1873  
Computer Ministry: Jim Clark, 626-0048 - help rebuild donated computers for needy individuals

St. Peter Catholic Church  
1701 Indian Creek Pkwy., Jupiter, FL 33458  
561 - 575-0837

St. Rita Catholic Church  
13645 Paddock Drive, Wellington, FL 33414  
561- 793-8544

St. Thomas More Catholic Church  
10935 S. Military Trail, Boynton Beach, FL 33436  
561-737-3095

St. Vincent Ferrer Catholic Church  
840 George Bush Blvd. Delray Beach, FL 33483  
561- 276-6892

St. Vincent Ferrer School  
561-278-3868

Sacred Heart Catholic Church  
4<sup>th</sup> Ave. No. and No. "M" Street, Lake Worth, FL 33460  
561- 582-4736

Sacred Heart School  
410 North "M" St., Lake Worth, 33460  
561-582-2242

## COMMUNITY SERVICE AGENCIES

**Note: All hospitals and nursing homes are acceptable.**

***Please note: Names of Site Supervisors may have changed. When calling, please identify yourself as a student at Cardinal Newman High School, and ask for the volunteer coordinator.***

Alzheimer's Community Care Association  
800 Northpoint Parkway Suite 101-B, West Palm Beach, FL 33407  
Site Supervisor: Beverley Penver, Phone: (561) 683-2700 FAX (561) 683-7600

American Cancer Society  
621 Clearwater Park Road, West Palm Beach, FL 33401  
Site Supervisor: Dennis Chapman, Phone: (561) 616-9370  
Clerical and computer help. Walk-a-thons and set-up and take down at various events.

American Heart Association  
2300 Centrepark West Drive, West Palm Beach, FL 33409  
Site Supervisor: Donna Eberle, Phone: (561) 655-8155  
Various clerical and office opportunities, including answering the phone.

American Red Cross-Palm Beach County Chapter  
825 Fern Street, West Palm Beach, FL 33401  
Site Supervisor: Cheryl Barr, Phone: (561) 650-9152  
This agency provides relief to victims of disaster and helps people prevent, prepare and respond to emergencies. Students can sign up to be: a chapter aide, "festival teen", peer educator or, "youth in disaster."

The ARC of Palm Beach County (formerly The Association of Retarded Citizens)  
1201 Australian Avenue, Riviera Beach, FL 33404-6698  
Site Supervisor: Judy Nobles, Director of Human Resources, Phone: 842-3213  
Assist within therapy and recreation departments. Students can also provide office help or work in the thrift store.

AYSO (American Youth Soccer Organization) - VIP Program (Very Important Player)  
Volunteers are needed to assist physically and mentally challenged children during AYSO VIP league play and events.  
Contact: Mrs. Broz, Cardinal Newman High School, Room 106

Big Brothers Big Sisters of Palm Beach County  
2112 South Congress Avenue, West Palm Beach, FL 33406  
Site Supervisor: Ashley Poer, Phone: (561) 966-4120, Ext. 12

CAREing Foundation, Inc.  
1300 Allendale Road, West Palm Beach, Fl. 33405  
Site Supervisor: Mary Anne Asta, Phone: (561) 655-8006, Fax: (561) 833-8621  
This organization uses arts education and positive peer pressure to fight alcohol and drug abuse. Students can participate in special events, computer work and filing.

Catholic Charities  
900 54<sup>th</sup> Street, West Palm Beach, FL 33407  
Site Supervisor: Elena Garcia, Phone: (561) 373-1468  
Babysitters, clothing organizers and other activities.

Center for Information and Crisis Services  
P.O. Box 3588, Lantana, FL 33465-3588  
Site Supervisor: Janet Taylor, Phone: (561) 383-1144  
This organization provides telephone counseling, information and referral services, resource directories and other services for the community. Students can volunteer with the teen hotline.

Children's Home Society  
2100 45<sup>th</sup> Street, West Palm Beach, FL 33407  
Site Supervisor: Jane Snell, Phone: (561) 844-3158  
This agency provides adoption, pre-adoptive foster care, pregnancy counseling, child abuse and neglect and prevention, runaway shelter and teen and family counseling. The student can be an office assistant or childcare helper.

Christians Reaching Out to Society, Inc. (C.R.O.S. Urban Ministries)

4401 Garden Ave., West Palm Beach, FL 33405

Site Supervisor: Ruth Mageria, Phone: (561) 833-9499

An interfaith outreach organization for those in need. Various activities available such as holiday gift collections.

Credit Card Management

P.O. Box 10116, West Palm Beach, FL 33419-0116

Site Supervisor: Debbie Brooks, Phone: (561) 844-7333

Clerical and phone opportunities to help those in need of financial and debt management.

Darcy Hall of Lifecare

2170 Palm Beach Lakes Blvd., West Palm Beach, FL 33409

Site Supervisor: June Allfrey, Phone: (561) 683-3333

This is an assisted care nursing home that needs help with visiting, assisting, transport of residents; making banners/posters.

Drowning Prevention Coalition of Palm Beach County

405 Pike Road, West Palm Beach, FL 33411

Contact: Diane Hennessy, M.S., 561-616-7069

Scrapbook/Archive Artist - help organize newspaper clippings, record information

Family Central, Inc.

3111 South Dixie Highway, Suite 222, West Palm Beach, Fl. 33405

Site Supervisor: Paula Henderson, Phone: (561) 655-3969

Various assignments.

Florida Department of Children and Families, Volunteer Services

111 South Sapodilla Avenue, West Palm Beach, FL 33401

Site Supervisor: Fred Wein, Phone: (561) 837-5565

This organization provides social and human services for children and families, the elderly and handicapped, foster and shelter children. Clerical assistants and interpreter positions available.

Florida Easter Seal Society

213 S. Congress Ave., West Palm Beach, FL 33409

Site Supervisor: Lorie Osborne, Phone: (561) 471-1688

This agency is a child development center with five classrooms for children with disabilities, ages birth to three. The children receive individual therapies (speech, physical and occupational) based on their disabilities. Students can become classroom or office assistants, work on grounds maintenance and get involved with various projects throughout the year.

Greyhound Pets of America

7047 Belvedere Road, West Palm Beach, FL 33411

Site Supervisor: Barbara Masi, Phone: (562) 737-1941

Help needed at the Greyhound kennel

Guatemalan Maya Center

110 North "F" St., Lake Worth, FL

Contact: Dr. Ruth Doran, Phone: 561-547-0085

Spanish-speaking students can help answer phones, work with children in the after-care program

Hands-On Palm Beach County-United Way of PBC

2600 Quantum Blvd., Boynton Beach, FL 33426

Site Supervisor: Daryl Houston, Phone: (561) 375-6600

Healthy Mothers/Healthy Babies of Palm Beach County, Inc.

211 South Federal Highway, Suite #15, Boynton Beach, FL 33435

Site Supervisor: Barbara Rosenbaum, Phone: (561) 732-2110, Ext. 236

This organization works to improve the health of mothers and babies in Palm Beach County. They provide access to early and continuous prenatal care for uninsured and undeserved teenagers and women and the tools necessary for a healthy pregnancy and baby. Students can volunteer as special events and clerical assistants.

Hospice of Palm Beach County, Inc.  
5300 East Avenue West Palm Beach, FL. 33407  
Site Supervisor: Sandy Brown Phone: (561) 227-5167

John D. MacArthur Beach State Park  
10900 State Road 703(A-1-A) North Palm Beach, FL. 33408  
Site Supervisor: Michelle Toepfer, Phone: (561)624-6970  
Activity : Fright Night and others.

Joseph L. Morse Geriatric Center  
4847 Fred Gladstone Drive, West Palm Beach, FL 33417  
Site Supervisor: Pamela Wiener, Phone: (561) 687-5871  
Long-term skilled nursing facility that needs activities assistants, café/ice cream parlor helpers, computer/data entry, friendly visitors and shopping assistants.

Junior League of the Palm Beaches  
470 Columbia Drive, Building F  
West Palm Beach, Florida 33409  
Hope D. D'Alessandro (561) 689-7590

Jupiter Pre-School, Inc., Thelma B. Pittman  
98 Cinquez Park Road West, Jupiter, FL 33458  
Site Supervisor: Ruth S. Lawson, Phone: (561) 746-7120  
Classroom helpers (16 yrs. And up) are needed to work with children.

Juvenile Diabetes Research Foundation  
1450 Centrepark Blvd., Suite 210  
West Palm Beach, FL 33410  
Phone: (561) 686-7701 or <http://www.jdrf.org/greaterpalmbeach>  
Walkathon

Juvenile Assessment Center-PBC Youth Court  
3400 Belvedere Road, West Palm Beach, FL 33406  
Site Supervisor: S. John Pruitt, Phone: (561) 682-0026  
Youth Court Trials and Teen Arbitration

Keep Palm Beach County Beautiful, Inc.  
1920 Palm Beach Lakes Blvd. Suite 210, West Palm Beach, FL 33409  
Site Supervisor: Lourdes Ferris, Phone: (561) 686-6648 FAX (561) 686-6642

Leukemia & Lymphoma Society of America  
4360 Northlake Blvd. Suite 109, Palm Beach Gardens, FL 33410  
Site Supervisor: Jen Whalen, Phone: (561) 775-9954  
Staff water stops for Team in Training events early Saturday or Sunday mornings.

Locks of Love  
234 Southern Blvd.,  
West Palm Beach, FL 33405  
Phone: 561-833-7332  
Hours: Mon - Fri, 8:30 a.m. - 4:30 p.m. Groups especially needed Friday afternoons, individuals anytime

Lourdes Noreen-McKeen Residence  
315 South Flagler Drive, West Palm Beach, FL 33401  
Site Supervisor: Sr. Eulaliae, Phone: 655-8544  
Opportunities such as one-on-one visits, walks, bingo and activities as well as help with letter writing.

Mental Health Association of Palm Beach County  
909 Fern Street, West Palm Beach, FL 33401  
Site Supervisor: Sandy Gottlieb, Phone: (561) 832-3755  
Provides supportive programs and referral services relating to mental and emotional health issues for children and adults.  
Students can volunteer as children's program assistants, administrative or computer assistants.

**Mother's Against Drunk Driving (MADD)**

1489 N. Military Trail, Suite 207, West Palm Beach, FL 33409

Site Supervisor: Nicole Primm, Victim Advocate, Phone: (561) 683-5888

The mission of MADD is to stop drunk driving and to support victims of this violent crime. Students can work on benefits and projects, the clematis by night designated driver program, victim impact panels and office help.

**Muscular Dystrophy Association, INC. (MDA)**

3222-D Commerce Place, West Palm Beach, FL 33407

Site Supervisor: Jennifer L. Witt, Phone : (561) 242-5084

**National Multiple Sclerosis Society South FL. Chapter**

3201 West Commercial Blvd., Suite 127, Fort Lauderdale, FL. 33309

Site Supervisor: Kathryn Johnson, Phone: (954) 731-4224 ext.231

**New Hope Charities**

626 N. Dixie Highway, West Palm Beach, FL 33401

Site Supervisor: Helen Gorzynski, Phone: (561) 833-4353

Students can help the needy in the Pahokee area through work in the after school care program, the medical clinic, the food program and other activities.

**Norton Museum of Art**

1451 S. Olive Ave., West Palm Beach, FL 33401

Contact: Special Events Coordinator; Phone: (561) 832-5196

Children's Holiday Party, other special event help.

**Parent-Child Center, Inc.**

2001 West Blue Heron Blvd, West Palm Beach, Fl. 33404

Site Supervisor: Mike Ramos, Phone: (561) 881-0434

This is a children's mental health facility working with youth of all ages. Students will be able to become an activities assistant or records and data assistant.

**Palm Beach County Clerk of the Circuit Court, Main Courthouse**

205 N. Dixie Highway, West Palm Beach, Fl. 33401-4705

Site Supervisor: Simma Sulzer, Phone: (561) 355-4992

Students will get a first hand look at the law/criminal justice system. Clerical and paperwork help needed for circuit civil, juvenile and county criminal courts.

**Palm Beach County Department of Public Safety—Division of Animal Care and Control**

7100 Belvedere Road, West Palm Beach, Fl. 33411-3306

Site Supervisor: Karen Buchan, Humane Education Project and Volunteer Coordinator, Phone: (561) 233-1200, ext. #280

For anyone 17 years of age or older. Students must fill out a volunteer application. Many animal related positions available: adoption kennel greeter, lost and found, feeding/cleaning dog and cat cages, educational program and tours and many others.

**Palm Beach County Environmental Resources Management**

3323 Belvedere Road, West Palm Beach, Fl. 33406

Site Supervisor: Ann Mathews, Phone: (561) 233-2426

Various environmental activities, reforestation and nursery work.

**Palm Beach County Home**

1200 45<sup>th</sup> Street, West Palm Beach, FL 33407-2342

Site Supervisor: Bob Stinnette, Phone: (561) 842-6111, Ext. 2415

**Palm Beach County Horsemen's Association, Inc.**

5928 Homeland Road, Lake Worth, FL 33467

Site Supervisor: Victor Connor, Phone: (561) 790-4644 FAX (561) 795-0747

**Palm Beach County Library System**

3650 Summit Blvd., West Palm Beach, FL 33406

Site Supervisor: Ann Nelson, Phone: (561) 233-2600, Ext. 122

Students can be library assistants: shelving, circulation, children's reading and clerical.

**Palm Beach County Parks and Recreation Department**

2700 6<sup>th</sup> Ave. South, Lake Worth, FL 33461

Site Supervisor: Nicole Simmon, Phone: (561) 966-6686

Nature center assistants, clerical office assistants, tutor, softball coach, junior lifeguard and special events assistants are all needed to help provide quality recreational programs and services.

**City of Palm Beach Gardens**

4404 Burns Rd., Palm Beach Gardens, FL 33410

Site Supervisor: Jennifer Holdt, Phone: (561) 775-8206 Helping with sporting and special events throughout the year.

**School District of Palm Beach County—Volunteers in Public Schools Program**

3306 Forest Hill Blvd. C-110, West Palm Beach, FL 33406

Site Contact: Shelley Parpard, Coordinator, Phone: (561) 434-8789

Palm Beach county elementary, middle and high schools are always in need of volunteers for various positions including tutoring, mentoring, library assistants, media assistants, art, computers, teacher aides or office work.

**Palm Beach Zoo at Dreher Park**

1301 Summit Blvd., West Palm Beach, FL 33405

Site Supervisor: Heather Hileman, Phone: 533-0887, Ext. 239, Fax: 585-6085

Students needed to help with a wide variety of special events planned at the zoo including holiday programs, set-up and take down at functions, game booths, etc. Mostly weekend volunteer time.

**Quantum House**

P.O. Box 157, West Palm Beach, FL 33402

Site Supervisor: Richard Gabel, Phone: 494-0515

A Caring place to call home for families whose children are receiving care for a serious medical condition.

**Rehabilitation Center of the Palm Beaches**

301 North Point Parkway, West Palm Beach, FL. 33407

Site Supervisor: Ty Small, Phone: (561) 712-1717

**Seagull Industries for the Disabled, Inc.**

3879 Byron Drive, Riviera Beach, FL 33404

Site Supervisor: Fred Eisinger, Phone: (561) 842-5814

Positions available as mechanical assistant, thrift store clerk, industrial cleaner or receptionist; help mentally retarded/developmentally disabled adults.

**Solid Waste Authority**

7501 North Rd. West Palm Beach, FL. 33112

Site Supervisor: Laura Baker, Phone: (561) 640-4000 Ext. 4327

**South Florida Science Museum**

4801 Dreher Trail North, West Palm Beach, FL 33405

Site Supervisor: Diane Hennessy, Phone: (561) 832-1988 Ext. 22

Minimum age 16 – various projects in science

**Tandem Health Care of West Palm Beach**

1626 Davis Road, West Palm Beach, FL 33406

Site Supervisor: Mavis Mosley, Activities Director, Phone: (561) 439-8897

Students needed to visit with and provide a smile for elderly residents who love to meet young people. Various on site activities involved.

**The Lord's Place**

Contact: Jan Phillips; Phone: (561) 494-0125, ext. 1141

Help serve dinner to the homeless; if under 18, a parent must accompany you. Call for locations and times.

**Veteran's Affairs Medical Center (VAMC)**

7305 Military Trail, West Palm Beach, FL 33410-6400

Site Supervisor: Cynthia P. Vance, Phone: (561) 882-8262 Ext. 3405

Students can volunteer as a pharmacy or emergency room volunteer, an escort courier, physical therapy volunteer or food and nutritional services volunteer.

Village of Wellington Parks and Recreation Department  
11700 Pierson Road, Wellington, Fl. 33414  
Site Supervisor: Rose Ann Aguirre, Phone: (561) 753-2484 Ext. 107

Vincerenos Riding Center  
1330 6 Court North, Loxahatchee, Fl. 33470  
Site Supervisor: Ruth Menor: (561) 792-9900

West Palm Beach Housing Authority  
1715 Divisional Ave., West Palm Beach, Fl. 33407  
Site Supervisor: Pamela Wiener, Phone: (561) 655-8530 Ext. 105 Cell: (561) 722-7045

Wheels for Kids  
PO Box 57. West Palm Beach, FL. 33402  
Site Supervisor: Sean Herbert  
“Wheels For Kids” is a nonprofit organization of volunteers dedicated to providing customized wheelchairs for special children with Cerebral Palsy.

YMCA of the Palm Beaches  
2085 S. Congress Ave., West Palm Beach, FL. 33406  
Site Supervisor: Kathe Williams, Phone: (561) 968-9622  
Numerous projects, sports activities.

American/Legacy Corps  
Area Agency on Aging of Palm Beach/Treasure Coast  
1764 Congress Ave, #201, West Palm Beach, Fl. 33409  
Site Supervisor: Joan DeVaughn, Phone (561) 684-5885  
Working with older adults.

Pine Jog Environmental Education Center  
6301 Summit Blvd., West Palm Beach, Fl. 33415  
Site Supervisor: Alex Stevens, Jr. (561) 624-6929

Habitat for Humanity of Palm Beach County  
1241 Okeechobee Rd., Suite A-1, West Palm Beach, Fl.  
Site Supervisor: Bernadette Diaz (561) 833-9665

**Also acceptable:**  
**Any local library branch, whether city/town/county**  
**Any recreation program, whether city/town/county**  
**Any animal shelter**

# CN-1

## PARENT/GUARDIAN PERMISSION FORM

I understand that my son/daughter (*please print:*) \_\_\_\_\_ Grade \_\_\_\_\_ must complete 100 hours of community service (25 per year) to graduate from Cardinal Newman High School, under the supervision of the Agency/Organization/Parish/Club, its Site Supervisor and the Community Service Program Coordinator.

I have read and understand the requirements for community service set forth in the 2009 - 2010 Community Service Handbook. I also am aware that neither the Agency/Organization/Parish/Club, Cardinal Newman High School, the Diocese of Palm Beach or the Community Service Coordinator will be responsible in the event of accident or injury.

I understand that as the student's parent or guardian, I am not permitted to fill out forms CN-3 or CN-4 for my child.

### I UNDERSTAND THAT THE FOLLOWING DEADLINES MUST BE MET:

#### UNDERCLASSMEN

<b>1<sup>st</sup> Quarter</b>	<b>September 11, 2009</b>	<b>Forms CN-1 and CN-2</b>
<b>3<sup>rd</sup> Quarter</b>	<b>March 5, 2010</b>	<b>Forms CN-3 and CN-4 with 25 completed service hours and CN-5 with paper.</b>

#### SENIORS ONLY

<b>1<sup>st</sup> Quarter</b>	<b>September 11, 2009</b>	<b>Forms CN-1 and CN-2</b>
<b>2<sup>nd</sup> Quarter</b>	<b>November 20, 2009</b>	<b>Forms CN-3 and CN-4 with 25 completed service hours and CN-5 with paper.</b>

Any student who fails to complete the Community Service Requirement may not be permitted to return to Cardinal Newman or will not graduate. All deadlines and rules regarding community service must be followed.

#### **\*\*Attention Senior Parents/Guardians:**

Any senior who does not complete his/her community service by November 20, 2009 will not be allowed to take first semester exams until completed or cleared by Mrs. Skantar. Please note: Seniors who intend to apply for the Florida Bright Futures Scholarship must have a minimum of 75 documented community service hours in order to be eligible.

\_\_\_\_\_  
Parent/Guardian Name (*Please print*)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## CN-2

### STUDENT CONTRACT WITH SCHOOL 2009 - 2010

I (*Please print*) \_\_\_\_\_ Grade \_\_\_\_\_  
will complete a minimum of 25 hours of service while participating in the Community Service Program at Cardinal Newman High School. I understand that I am to fulfill the following requirements:

1. **I will meet all deadlines in an appropriate manner. Any change must be arranged with the Community Service Coordinator and the Site Supervisor.**
2. I am responsible for notifying the Service Agency/Organization at least 24 hours in advance of any absences. I realize that the Agency/Organization is depending upon my reliability. However, if an absence is necessary, I will make arrangements with my Site Supervisor to make up the missed time as soon as possible.
3. I will attend all scheduled conferences and meetings related to the service program.
4. **I will be responsible for having all required forms, reports and evaluations completed and handed in to my Religion Teacher on the due dates. I accept the consequences in the Community Service Handbook for failure to do this.**

**Any student who fails to complete the Community Service Requirement may not be permitted to return to Cardinal Newman or will not graduate. All deadlines and rules regarding community service must be followed.**

**ATTENTION SENIORS: Any senior who does not complete his/her community service by November 20, 2009 will not be allowed to take first semester exams until completed or cleared by Mrs. Skantar. Seniors are reminded that completion of 100 hours of community service is a requirement for graduation from Cardinal Newman High School. PLEASE NOTE: Seniors who intend to apply for the Florida Bright Futures Scholarship must have a minimum of 75 documented community service hours in order to be eligible.**

---

Student Signature

Date

# CN-3

## CARDINAL NEWMAN HIGH SCHOOL COMMUNITY SERVICE PROGRAM STUDENT CONTRACT AND EVALUATION

The first half of this form is to be filled out by the student and the Site Supervisor and kept on file by the Site Supervisor. Upon the student's completion of his/her service, the Site Supervisor is asked to fill out the second half—including the evaluation. Once this is done, the Site Supervisor is asked to return the form to the student in a sealed and marked envelope to be turned in by the student to his/her Religion Teacher.

**ONE CN-3 FORM FOR EACH SERVICE AGENCY/ORGANIZATION IS REQUIRED.**

I, \_\_\_\_\_, agree to work at \_\_\_\_\_  
(Name of Student) (Service Agency)

under the supervision of: \_\_\_\_\_  
(Site Supervisor)

If I am unable to report at the scheduled time, I will call to notify the Site Supervisor 24 hours in advance. I intend to work to the best of my ability and will be open to critical evaluations by my supervisor.

I intend to begin this service on \_\_\_\_\_ and anticipate ending this service project by \_\_\_\_\_.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### TO BE FILLED OUT BY THE SITE SUPERVISOR:

*(Please place this completed form in a sealed envelope and give to the student to turn in.)*

*Please Print*

Site Supervisor \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Site Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### EVALUATION

**Total Hours Completed by Student** \_\_\_\_\_

Describe this student's greatest asset.

How was this student a help to your Agency/Organization?

Evaluate the student volunteer in the areas listed below by using the following ratings:

**4=SUPERIOR, 3=GOOD, 2=AVERAGE, 1=BELOW AVERAGE, 0=NOT ACCEPTABLE**

\_\_\_\_ Ability to work with others.

\_\_\_\_ Ability to work with staff and Supervisors.

\_\_\_\_ Relationship with clients.

\_\_\_\_ Dependability-arrived on time, as scheduled.

\_\_\_\_ Responsibility-performed tasks  
Competently and willingly.

\_\_\_\_ Generosity and Positive attitude.

\_\_\_\_ Initiative and Independence.

\_\_\_\_ Empathy and care for the recipients of this  
Service.

\_\_\_\_ Overall Effectiveness.

\_\_\_\_ Appropriate Appearance.

\_\_\_\_ Appropriate Language.

**ANY STUDENT WHO DOES NOT EARN AT LEAST 18 POINTS FOR EACH SERVICE PROJECT WILL NOT RECEIVE A PASSING GRADE OR CREDIT FOR THAT PARTICULAR SERVICE.**



# CN-3

## CARDINAL NEWMAN HIGH SCHOOL COMMUNITY SERVICE PROGRAM STUDENT CONTRACT AND EVALUATION

The first half of this form is to be filled out by the student and the Site Supervisor and kept on file by the Site Supervisor. Upon the student's completion of his/her service, the Site Supervisor is asked to fill out the second half—including the evaluation. Once this is done, the Site Supervisor is asked to return the form to the student in a sealed and marked envelope to be turned in by the student to his/her Religion Teacher.

**ONE CN-3 FORM FOR EACH SERVICE AGENCY/ORGANIZATION IS REQUIRED.**

I, \_\_\_\_\_, agree to work at \_\_\_\_\_  
(Name) (Service Agency)

under the supervision of: \_\_\_\_\_  
(Site Supervisor)

If I am unable to report at the scheduled time, I will call to notify the Site Supervisor 24 hours in advance. I intend to work to the best of my ability and will be open to critical evaluations by my supervisor.

I intend to begin this service on \_\_\_\_\_ and anticipate ending this service project by \_\_\_\_\_.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### TO BE FILLED OUT BY THE SITE SUPERVISOR:

*(Please place this completed form in a sealed envelope and give to the student to turn in.)*

*Please Print*

Site Supervisor \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

**Site Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### EVALUATION

**Total Hours Completed by Student:** \_\_\_\_\_

Describe this student's greatest asset.

How was this student a help to your Agency/Organization?

Evaluate the student volunteer in the areas listed below by using the following ratings:

**4=SUPERIOR, 3=GOOD, 2=AVERAGE, 1=BELOW AVERAGE, 0=NOT ACCEPTABLE**

\_\_\_\_ Ability to work with others.

\_\_\_\_ Ability to work with staff and Supervisors.

\_\_\_\_ Relationship with clients.

\_\_\_\_ Dependability-arrived on time, as scheduled.

\_\_\_\_ Responsibility-performed tasks  
Competently and willingly.

\_\_\_\_ Generosity and Positive attitude.

\_\_\_\_ Initiative and Independence.

\_\_\_\_ Empathy and care for the recipients of this  
Service.

\_\_\_\_ Overall Effectiveness.

\_\_\_\_ Appropriate Appearance.

\_\_\_\_ Appropriate Language.

**ANY STUDENT WHO DOES NOT EARN AT LEAST 18 POINTS FOR EACH SERVICE PROJECT WILL NOT RECEIVE A PASSING GRADE OR CREDIT FOR THAT PARTICULAR SERVICE.**



## CN-5

### COMMUNITY SERVICE PROGRAM STUDENT REFLECTION PAPER

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
(Please print)

#### **DIRECTIONS:**

In essay form, write a reflection of your service experiences.  
The reflection paper is to be well thought out, and you must use proper grammar and spelling.  
The outline below will help you to develop your reflections.

The paper must be typed, double-spaced, and a minimum of two pages (maximum of three).  
Please use 12 pt. font, Times New Roman type, or equivalent.  
You may include the three headings below to help organize your paper.

**This completed form is to be the cover sheet for your reflection paper.**

Please hand in to your Religion teacher by the due date listed below.

**PLEASE STAPLE ALL PAGES TOGETHER BEFORE TURNING YOUR PAPER IN.**

#### **SERVICE DESCRIPTION**

Describe the service that you did (if you worked at different places, describe each one).  
Give the name of the agency/organization and the name of your supervisor.  
Describe your responsibilities.  
Why did you choose that particular service?

#### **GROWTH AND LEARNING**

Describe how you have grown as a result of doing service (in general).  
What did you learn about the agency(ies)/organization(s) with which you worked?  
Describe the skills, gifts or talents that you were called to learn or use for your service.  
Describe your attitude toward doing service for others.  
What connections can you make between your service and Christian discipleship and/or gospel values?

#### **PERSONAL REFLECTIONS**

Describe the "best" moment of your service experience.  
Describe your insights about yourself and those you have served as a result of your service experience.  
Evaluate your overall service experience:  
    How effective were you in the duties you performed?  
    What would you do the same?  
    What would you change?  
What would you like to do for service next year?

**ALL FORMS AND REFLECTION PAPERS WILL REMAIN ON FILE UNTIL GRADUATION OR  
WITHDRAWAL FROM CARDINAL NEWMAN HIGH SCHOOL FOR ONE YEAR.**

**THE COMMUNITY SERVICE REFLECTION PAPER AND FORMS CN-3 & CN-4  
ARE TO BE HANDED IN TOGETHER TO YOUR RELIGION TEACHER.**

**SENIOR DUE DATE: NOVEMBER 20, 2009**

**UNDERCLASSMEN DUE DATE: MARCH 5, 2010**

**CN-6**

**Cardinal Newman High School  
Community Service Alternate Form**

Use this form if you wish to complete your Community Service at an agency or location not listed on pages 7 - 15 of this booklet. The alternative location must be approved **BEFORE** you begin your service. Failure to do so may mean that the service will not count towards the Community Service requirement.

*(Please print)*

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name of Organization \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Description of Organization:

Description of Proposed Community Service activity:

\_\_\_\_\_ **Approval**          \_\_\_\_\_ **Non-Approval**          **Date** \_\_\_\_\_

Approval or Non-Approval can be given only by Cardinal Newman High School Community Service Program Coordinator: Mrs. Peggy Skantar \_\_\_\_\_

