Clearwater Central Catholic High School

"Where Possibility and Opportunity Meet"

CCCHS Student Volunteer Service Program

Updated July 2020

Courageously Leading the Community

Inspiring students to lead their peers in faith, academics, and service; and to live by the core values of CCC.

Living Faith ... Transformed for Life

CCC is a faith-based community that believes service is an integral part of the spiritual and moral development of each person. Our faith models itself on the Person of Jesus Christ who said, "Whoever wishes to become great among you must be your servant…For the Son of Man came not to be served but to serve, and give his life as a ransom for man." (Mark 10:43-45). Therefore, we require our students to complete service hours in order to help them grow in their appreciation of the importance of service to our world and to encourage them to integrate reaching out to others in their daily lives.

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Student Volunteer Service Requirements

- As CCC is an accredited International Baccalaureate school, each student must complete the CAS program requirement in order to be considered for the IB Diploma. [More information about the full CAS Program requirements is provided here.](#)

- In conjunction with this requirement, CCC also requires that each student complete 100 service hours in order to be considered for graduation. Suggested deadlines are in place to ensure students are on track.

Service Requirements, continued…

- The school publishes a current list of pre-approved community service agencies and opportunities. Click here for the list of pre-approved agencies. Click here to view the current opportunities. Service agencies and opportunities not listed in the links above must be pre-approved by the Service Hours Coordinator. Please contact Mrs. Garland (kgarland@ccchs.org)

- Students must complete their hours in a community-based 501c3 non-profit agency. Church communities would be counted among those agencies that qualify. No service hours will be granted for businesses outside of 501c3 nor can hours be completed through service to family members of any individuals.

- The following do NOT qualify for service:
  - Service done during school hours
  - Service providing the student with any type of compensation
  - Service mandated by the court
  - Service performed for any family member
  - Service at for-profit business (including doctor or vet's offices and children's daycare centers)
  - Service done for political campaigns

- Full details on service requirements can be found beginning on page 40 of the Parent Student Handbook. It is the parents' and students' responsibility to be familiar with this document.

Suggested Service Checkpoint Deadlines

It is our hope that students are continually involved with volunteer service. Periodic checkpoints for student service hour completion are in place throughout the year to ensure that students are on track with requirements. Some checkpoints are merely for updating their ManageBac accounts and some checkpoints are deadlines to be able to participate in certain activities.

Deadlines will be communicated to students via ManageBac, email and announcements. Students are responsible for keeping up to date with deadlines and their ongoing hours total. This Google Doc has a multitude of resources and volunteer opportunities for students to participate in.

SERVICE HOUR COMPLETION TIMELINE
Beginning with the class of 2022 and going forward
See below right for Class of 2021 adjustments

Checkpoint	Suggested # Hours	Hours Needed to Earn Participation in…
End of Freshman Year	-	-
End of September of Sophomore Year	25	Homecoming
First Week of School Junior Year	50+	Classes as a Junior
Spring of Junior Year	60+	Prom
First Week of School Senior Year	75+	Classes as a Senior
January of Senior Year	90+	Prom and/or Grad Bash
May Senior Year	100+	Graduation

2020-2021 SUGGESTED Service Hour Checkpoints

Monday, August 31, 2020
Monday, September 21, 2020
Friday, December 11, 2020
Tuesday, January 5, 2021
Friday, February 19, 2021
Friday, April 16, 2021
Friday, May 14, 2021

Class of 2021 (Seniors)

60 hours by Monday, September 21, 2020
75 hours by Tuesday, January 5, 2021
80 hours by Friday, February 19, 2021
90 hours by Friday, April 16, 2021
100 hours by Friday, May 14, 2021

***Note: We understand there are limitations this school year due to the COVID-19 pandemic and are taking this into consideration **

ManageBac

- The ManageBac website is a tool that allows students to log and manage their CAS/volunteer service experiences. The next slides will explain how to login to your account and how to log experiences on the website.

- It is the students' responsibility to continually update their CAS experiences in their ManageBac profile to be on track with service hour requirements in order to maintain their status as a student in good standing.

- Students should bookmark this site for continual use: https://ccc.managebac.com/login

ManageBac Login

1. In your internet browser, navigate to https://ccc.managebac.com/login (make sure it's our school logo you see on the login page). BOOKMARK THIS PAGE for future use!

2. An account has been created for you using your ccchs.org email address. Use your CCCHS email address in the "Login" field.

3. If this is your FIRST time logging in to ManageBac, click on the "forgot your password?" link to set/reset your password. OR you can check your email (and spam/junk folder) for the set-up email.

4. YOUR PASSWORD SHOULD BE THE SAME AS YOUR CCCHS EMAIL PASSWORD! Please ensure that upon creating your password if this is your FIRST time logging in.

What Can Count as CAS and What Cannot

In general, an experience/project may be acceptable if:

- The activity falls under one or more of the CAS strands (creativity, activity, service).

- The student can demonstrate how one or more of the learning outcomes will be met.

- The student can demonstrate how they will personally grow from the experience.

- The activity has real consequences or benefits for the student and/or other people.

Unacceptable projects include:

- Anything for which money is paid.

- Anything that is for a grade or needed for high school/IB credit.

- Time spent on simple, tedious, and/or repetitive tasks (ex. filing, replacing books on library shelves, shredding paper).

- Family duties, religious devotions, or proselytizing.

- Passive pursuits (ex. going to a concert/movie will not count as creative).

- Activities that cause division among different groups in the community.

- Any course that is part of your IB Diploma Program

Adding a New CAS Experience to ManageBac

- When logging in, click on the "IB Class" drop down on the left hand side. From the dropdown menu, click on "CAS."

- You will then click on the "Add CAS Activity" button that appears either at the top right or bottom left of your page.

- Fill in the highlighted information on the next screenshot to complete your experience.

Adding a New CAS Experience to ManageBac

Please complete these necessary fields to complete your volunteer experience activity for approval:

- Experience Name - brief title of what you did – "Volunteered at Soup Kitchen"
- Enter the appropriate # of hours in the Activity Type for the selected categories
  - **Creativity** - exploring and extending ideas leading to an original or interpretive product or performance
  - **Activity** – physical exertion contributing to a healthy lifestyle
  - **Service** – collaborative or reciprocal engagement in the community in response to a specific need
- You may select type of service and approach if you wish, not required
- Start/End Date - this could be the same date if this was a one day event or span several days; projects should span at least one month
- Supervisor Name - name of the person who coordinated your event or oversaw your work
- Supervisor Title - title of the supervisor's job where they oversaw your work – "Volunteer Coordinator"
- Supervisor Contact - provide either the phone number OR the email of the supervisor for verification
- Description and Goals – describe WHAT you did; try to connect it with the learning outcomes that you will select below it
- Learning Outcomes – check at least one IB learning outcome that this volunteer activity focused on

Elements of a Reflection

- You should complete at least one reflection for each type of IB learning outcome you have completed. See directions below for how to do this.

- Once you have created a CAS experience in ManageBac, you can click on it to add/edit a reflection.

- For each of your activities, you will want to show evidence of:
  - planning and organization
  - effort and commitment
  - active reflection
  - personal development and achievements

- To guide your reflection, you may consider the following at different stages of an activity (prior to starting, during, and after completion):
  - What do you perceive and notice?
  - How you feel being involved?
  - What do you think and feel about the activity itself?
  - What does the activity mean to you?
  - What value does the activity have?
  - What did you learn from this activity, and how might you extrapolate from this to apply any lesson to your life more generally?

CAS Project Criteria (11th+12th)

- All students must be involved in at least one CAS project

- Although only one is required, it is recommended that students engage in more than one CAS project over the duration of their CAS program.

- In addition to the criteria stated above for CAS experiences, the experience/project must be at least 1 month in length from planning to completion.

- You create a "project" in ManageBac by first entering it as a normal experience. There is a box to check that indicates it is a "project." You will need complete the fields and description to meet the requirements above in accordance with the project guidelines.

Checklist for Completing the CAS Progam

- While looking at the CAS tab of your ManageBac profile, ensure that the Outcomes bar graph shows that all 7 IB Learning Outcomes have been identified.

- Looking at the colored circles next to each Experience you've created, be sure that you have identified at least one example of each – Creativity (red), Activity (blue) and Service (green)

- One ongoing Experience must be marked as a CAS project, as indicated by the colored cube under the title (you can do this by checking the CAS Project box while editing the Activity). It must include at TWO of the three areas of CAS.

- Complete Reflections for each of your Experiences, making sure that you have reflected on each Learning Outcome at least once.
  - Go to each Experience and click on "Add Reflections and Evidence"
  - Be sure to click on the Learning Outcomes, then write Reflections that show how you learned that outcome in that Experience

Checklist for Completing the CAS Program, Continued…

- When you have completed your Reflections, each of the bars on the Outcomes graph will have at least one section of green instead of orange.
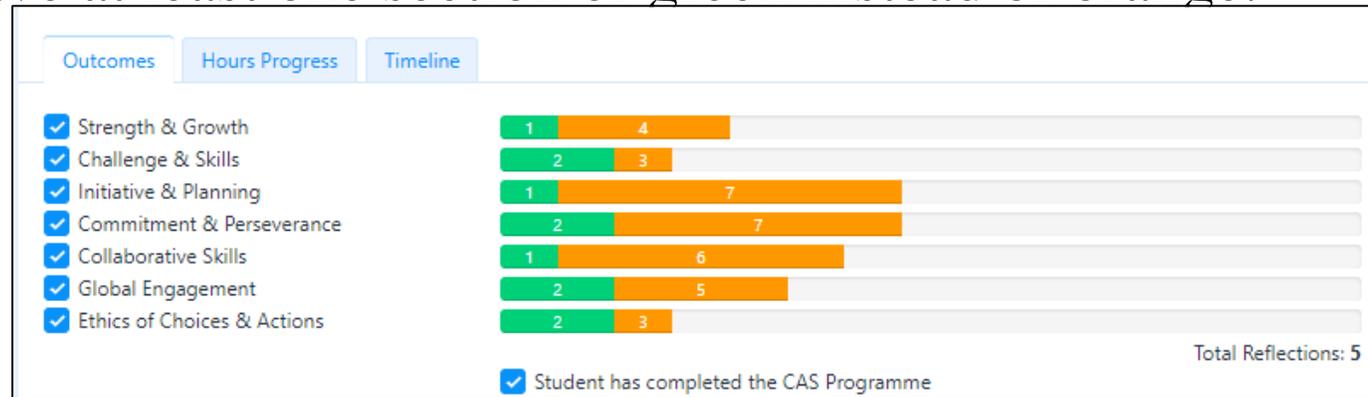
- Notify your faculty contact that you have completed your CAS requirements and look for a verification email from them to ensure all your requirements have been met.

Useful Links and Resources

- Parent-Student Handbook (check CCC website)
- [CAS Program Requirements](#)
- [Service Hour Checkpoints and Deadlines](#)
- [ManageBac Login](#)
- [Current Volunteer Opportunities – Google Doc](#)
- [Pre-Approved Non-Profit Agencies](#)