



AMBROSE TREACY
COLLEGE

SERVICE JOURNAL



Name: _____

Home Room: _____

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SERVICE PROGRAM

The Service Program is a positive challenge for both you and your family. It is not easy, and it is rewarding. We hope you enjoy achieving your service hours as you move beyond your comfort zone and gain a sense of real achievement and self-confidence. We also hope it changes your world. You are asked to design your own program, tailored to suit your personal circumstances. The Service Program is non-competitive, achievable and aimed to inspire personal and social development.

Why Serve?

Welcome! You are about to begin a wonderful adventure. You are starting an initiative has the potential to change your life forever. Service has helped young people choose a career, strengthen traits like kindness and generosity, and develop skills that can strengthen relationships. Service can bring fun, laughter, and cherished memories. Service isn't just about helping people in need. It also has the potential to influence the person your son will become. The Service Program is a great way to:

- Try new things
- Hang out with friends
- Help out the community
- Gain confidence
- Build on life skills
- Make a difference
- Challenge himself
- Be recognised

The Service Program is a great way to connect with our community and give service to others and their communities. It gives your son the chance to connect with individuals and groups that you may have previously overlooked or not been aware of, and to make a real difference to his world. There are lots of great things he can get from it:

- It's personal and fun
- You might surprise yourself
- You will feel great
- Connect with people and make friends
- You will learn new interpersonal skills
- You may learn a lot about yourself

How Does the Service Program Operate?

Your son is expected to record his service hours and get them verified by his family and staff. After the service hours have been verified they are recorded on SEQTA by his Home Room Teacher, displayed on his Student Dashboard and reported on his College Report. He doesn't have to undertake the same service activity for the whole year. He may choose a number of activities that can be split throughout the year. Regular commitment is still to be shown however there is no purpose in continuing an activity that he dislikes or if his circumstances change. Each student is expected to complete the following after which a Service Certificate is awarded to the student:

- The minimum required service hours (displayed below).
- At least four Service Journal entries.
- Service hours are required to be completed two weeks prior to, and not accumulated past, each academic year.

Year	4	5	6	7	8	9	10	11	12
Hours	4	8	12	16	16	20	20	30	30

Service Awards are also available to all students. The Service Awards are not a competition against anyone else, but rather a personal challenge. A minimum number of hours are required for a student to qualify for a Service Award:

	Junior School	Middle School	Senior School
Gold	30	40	50
Silver	20	30	40
Bronze	15	25	35
Service Honours	Service Honours is available to any student who receives a Gold Service Award over three consecutive years within their Junior, Middle or Senior School journey.		

Possible Service Initiatives

College Activities

- Community Garden
- Assembly Helpers
- Student Council
- Rosary Participation
- Coaching and umpiring sporting and cultural teams
- Musical Performances e.g. Community Mass, Community Fundraisers
- Lost property monitors
- School committees
- Liturgies and Masses
- Library monitor
- Working Bees
- ERA for Change
- Immersions to marginalised communities
- Help at school functions e.g. Open Day, Music Concert
- Support of Year Level Friendship Group

Community Activities

- Family activities e.g. helping Grandparents, Mowing lawns
- Neighbourhood activities e.g. Community gardens, political advocacy, art murals
- Parish activities e.g. Altar server, reader, Youth Group
- Environmental groups e.g. Clean Up Australia Day, Bushcare, World Wildlife Fund, Conservation Volunteers Australia, Inala Bush Care
- Red Cross Blood Bank
- Parkrun QLD Volunteer
- Triathlon Queensland
- BMX Queensland
- Relay for Life
- Moggill Creek Catchment Group
- Cancer Council: Biggest Morning Tea
- Rotary and Lions Clubs
- Surf Lifesaving Patrols
- St John's Ambulance
- Royal Lifesaving
- RSPCA or WIRES
- Scouts
- Mothers, Fathers, ANZAC Day Events
- Overseas Voluntary Work
- Duke of Edinburgh Scheme
- Tutoring at Primary Schools
- Voluntary Work: Hospitals, libraries and care centres.
- Canned Food Collections
- Working with the marginalised e.g. Aged care visits, people with disabilities, homeless
- Fundraising: Red Shield Appeal, Mater Miracles Walk, St Vincent de Paul Appeal, Shave for a Cure
- Charitable Contributions: Caritas, Foodbank, Guide Dogs, Micah Project, Fair Trade
- Completing a First Aid course
- Edmund Rice Camps

What Initiatives are NOT Considered for Service Hours?

- Paid or rewarded activities e.g. umpiring, chores for pocket money, paid jobs etc.
- Activities that are considered an expectation of your home life or our school culture e.g. regular chores for family members, school concerts, camps, sporting events etc.

How to Use Your Service Journal

The Service Journal has two purposes. Firstly, it provides an important record of volunteer service activities that you have decided to take part in. This way you will be able to look back on your time and know for yourself that you have done something worthwhile for others.

Secondly, it provides meaningful guidelines for those wanting to become involved in service hours. This is important because like all activities, there are some rules, responsibilities and expectations that you need to be aware of (Appendix A). In some cases, there are legal requirements that will help protect you, those you are helping and the College.

Please make the effort to complete as many details in full so that your progress can be accurately monitored. It is your way of providing a written account of your service hours that you have done. Complete the record of activities neatly and don't forget to get your service hours verified. The recording of your service hours is based on honesty. For further information about any issues concerning your service hours please see either your Year Level Coordinator or your Head of School.

Where do I Start?

Maybe the following question might help narrow down how you might help the community:

- Are certain issues important to you?
- Would you like to learn more about them?
- We like to work with certain groups of people?
- Are there any groups you know you would prefer not to work with?
- What skills and interest you bring that might be a match for the people or issues you have listed?
- What abilities would you most like to use with your volunteer work?

Think creatively. Don't let yourself be limited to the obvious. You need to be willing to step outside your 'comfort zone'. Just because you don't have experience with a group of people doesn't mean you would not enjoy working with them. You may not yet have the skills to begin a conversation with an elderly person or find common ground with the preschool. But your sense of humour, curiosity, warmth, or ability to play maybe just what is needed to draw someone out and create a welcoming atmosphere. There are some wonderful people out there just waiting for you to meet them. You may visit an organisation, you may see staff and volunteers who seemed totally at ease. If you talk to them, you will discover they started out just as you are today – unsure and wondering if they could be successful. Many people discover their career through a volunteer experience. Many of them were surprised at first to discover they could feel at home in their new environment.

Approaching an Organisation

Organisations seek potential volunteers for specific roles just like any business would. Be ready to discuss why you are the right person for the role and elaborate on what you can bring to the organisation. You may not have a lot of experience yet, but know what you do have e.g. interest, passion, enthusiasm, commitment, time, the ability to learn quickly, patience, people skills etc. For many organisations the cost of turning over volunteers is very high. Many organisations worry that training students is a waste because they leave the organisation too quickly. Organisations also worry about students being unreliable and immature while others

worry about not having something meaningful enough for a student to do. Try to address these concerns when you make contact. Some key things to think about include:

- You need to know: a much time you have to give? What your skills and strengths are? What skills you want to develop? What you can do that will benefit the organisation?
- Before you commit to an organisation consider the cost of travel as well as travel time, limitations you have because of your other commitments, and do you think you are the right person for the role?

Some Helpful Volunteering Websites

Volunteering is a way for people to connect with community. People choose to volunteer for a wide variety of reasons. Some may have traditional altruistic reasons; some may wish to meet people in the area; some join because they are asked or a friend is involved; some wish to contribute their skills and experience; others may want to try something new or learn a new skill. Often people have a number of reasons for volunteering. Many volunteers join an organisation or program for one reason but remain with it for a different reason.

- Register with Linkki: This is an online platform where volunteers and non-profits connect. Families can use link to search volunteering opportunities. So non-profits can place ads for their volunteer roles.
<http://linkki.volunteeringqld.org.au/dotnet/volunteer/>
- Do Something Near You
<https://www.dosomethingnearyou.com.au/>
- Go Volunteer for Students
<http://govolunteer.com.au/Opportunity/Type/6/student-volunteering?AspxAutoDetectCookieSupport=1>
- Volunteering Queensland
<http://volunteeringqld.org.au/web/index.php/volunteering>

What's Out There?

Once you have a general idea of what you would like to do, you need to decide where you will do it. There may be a perfectly good agency out there doing work that interests you. It's worthwhile to check out existing organisations in your community by simply doing a 'Google' search. Your local Parish is also a good resource. Perhaps even pay attention to your neighbourhood. Is there an interesting organisation located near you, or do you pass near an organisation on the way to school? Ask family and friends. Maybe your parents know someone who is involved in a cause, or your aunts or uncles could have a special interest you might share. A friend may already be involved in a project and he or she can give your company and support on those first important sessions.

What About my Family?

Service can be a great way to spend time with family. Doing service work with a parent or sibling gets you 'points' in both directions: you're helping someone who needs you, and at the same time you're spending quality time with a members of your family. With today's busy lifestyles, family time can be hard to come by. Service can offer a great opportunity get to know your family in new ways while enjoying a company. Some organisations may require that you serve with an adult. Don't let that restriction stop you. There may be a family member who would love to work with you.

Designing a New Project

Perhaps you can't find an organisation to help you. You may have an interest that other people have not thought, or you may have a new solution to a problem that's been around forever. Don't let yourself be limited only to solutions already available. What are some things that need to change or people who need support?

Journal Entry

Activity: _____ Date: _____

Location _____ Hours spent on activity: _____

Supervisor's Name e.g. Parent, neighbour, teacher: _____

Supervisor's Feedback:

Some things I enjoyed about the experience:

Some things I found difficult about the experience:

How did you respond to the needs of people through this work?

Through this experience, what did you learn about yourself?

Through this experience, what did you learn about working with others?

How will you use what you learned from this experience into the future?

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APPENDIX A

Volunteering Facts

- Volunteers are happier, healthier and sleep better than those who don't volunteer – doctors should recommend it.
- 96% of volunteers say that it “makes people happier”.
- 95% of volunteers say that volunteering is related to feelings of wellbeing.
- Just a few hours of volunteer work makes a difference in happiness and mood.
- Sustained volunteering is associated with better mental health.
- Altruistic emotions and behaviours are associated with greater health, and longevity.
- A strong correlation exists between the well-being, happiness, health, and longevity of people who are emotionally kind and compassionate in their charitable helping activities.
- The experience of helping others provides meaning, a sense of self-worth, a social role and health enhancement.
- Volunteering is highly associated with greater health and happiness.
- Volunteers contribute \$200 billion to the Australian economy annually.
- The number of volunteers in Australia is approximately 6.1 million people.
- The rate of volunteering by young people in Australia increased from 16% in 1995 to 27.1% in 2010.

Volunteer Rights and Responsibilities

The service you provide must be done freely and of your own choice without expectations of reward, money or gifts. Personal safety is of the greatest importance. Your service should also offer you a great sense of personal achievement and invite you to learn new skills as well as allow you to use your given talents.

When participating in volunteer service, students have the right to:

Worthwhile and stimulating activities using any special skill they may have

- Orientation and briefing to help them understand the organisation and type of work they do
- Be adequately trained and guided regarding the activities they participate in
- Be given feedback
- Be recognised for their contribution
- Protection through insurance, should anything happen while they are in the program
- Know to whom they are to report to and the clearly defined channels of communication
- Say NO if they are uncomfortable with any proposed tasks
- Appropriate support from supervisors and leaders
- Safe working conditions

When participating in volunteer service, students have the responsibility to:

- Be dependable – to give adequate notice if they cannot meet their requirements
- Be willing to undertake relevant training and orientation
- Ensure confidential information is respected
- Be open to other points of view
- Seek assistance, guidance or information where necessary
- Work as a team member
- Report any incident that appears unusual to your supervisor
- Report any accident, loss or damage of property to the supervisor no matter how insignificant it may seem
- Respect the rights, privacy and dignity of people they help
- Take the necessary precautions to ensure the safety of themselves and others
- Know and abide by the rules and regulations of the organisation