



## Steps to take for your Christian Service Placement(s).....

1. Select your *area of interest*.
2. Talk to your *parents/guardian* about the possible placements of interest.
3. Select an area/group of interest and make sure it is **not a profit organization**. If you have any concern or question about the organization, ask your Christian Service Animator at your school.
4. Contact the agency/group of interest you have selected and *speak to the volunteer co-ordinator* or contact person in charge of the organization.
5. When you phone the contact person, make sure you identify yourself. For example, "Good morning/afternoon, *I am a student at..... Catholic Secondary School and would like to volunteer for your organization (agency).*"
6. When you have identified yourself, ask them what *volunteer opportunities* are available for your age group and the area of interest you would like to volunteer.
7. Other questions you can ask can be: *volunteer hours, times, and days of availability*. Make sure you ask if there will be an interview or orientation session along with police check and TB test before the volunteer placement.
8. Make an *appointment* and take the opportunity to introduce yourself and learn more about your volunteer position.
9. When you visit the agency/group of interest make sure that the *environment is safe* and you must be comfortable with the people and surroundings.
10. After completing your volunteer placement, make sure you *fill out* your Christian Service Activity Form which is available in student services, or you can download the form from the HWCDSB website: **Our Faith-Christian Service Program (Volunteer Hours)**.
11. The form must include your name, current grade, school and make sure the activity is filled out by your supervisor along with their signature and date. It is also important for the *supervisor to write out a description* of service completed.
12. Before handing in your form, make sure you *sign & date* the form along with your *parent/guardian signature*.
13. Take some time and complete the Christian Service Personal Reflection found on the *back* of the form.
14. Before submitting the completed form to student service make sure you have a copy for yourself and *keep it for your records at home*.
15. Submit your form to *Student Service* or your *Christian Service Animator* right after you have completed Step #11-14.

*"I . . . your Lord and Teacher, have washed your feet...  
I have given you an example that you also should do as I have done to you. (John 13: 13 – 15)*  
**Walking the Path of Christian Service**

