

LEARN 2 SERVE
SERVE 2 LEARN

CHRISTIAN SERVICE AWARDS

2012 Application and Instructions

History of the Christian Service Awards:

In 1998 Reverend Philip J. Poirier established a Memorial Fund with the Catholic Community Foundation in order to honor Catholic 8th grade students for their Christ-centered behavior, as evidenced through their volunteer service to parish, school, and community. With the support of generous donors, this program will grant 27 Christian Service Awards in 2012, having grown from honoring four students in 1998.

Purpose:

The purpose of the Christian Service Awards is to recognize practicing Catholic 8th grade students who are registered within the Diocese of Phoenix and who demonstrate exemplary Christ-centered behavior through volunteer service to parish, school, and community. **Christian Service is defined as** acts which stem from a Christ-centered belief in serving the Lord and doing His will. Service is the selfless giving of oneself to benefit others with no expectation of recognition, reward, or acknowledgement.

Guiding Principles:

Ideal Christian Service Award recipients display a love and understanding of their Catholic faith; articulate a commitment, not just to performing acts of service, but to living a service-focused life; demonstrate awareness that their gifts are blessings from God; and provide persuasive evidence of their intelligence, maturity, humility, and leadership ability.

Sponsored By:

These awards are made possible thanks to directed gifts from generous friends and benefactors of the Catholic Community Foundation.



Value:

The Christian Service Awards are \$8,000 grants awarded to students for tuition assistance to attend a Catholic high school in the Diocese of Phoenix. Recipients will receive \$2,000 per year for each of the four years they attend the designated Catholic high school. These grants will be paid directly to the high school.

Eligibility:

Applicants must:

- Be practicing Catholics registered within the Diocese of Phoenix;
- Exemplify Christ-centered behavior through volunteer service to parish, school, and community;
- Plan to attend a Catholic high school within the Diocese of Phoenix; and
- Be an 8th grade student during the 2011-2012 academic year.

Application Procedure:

The application, instructions, and additional information are available online at www.ChristianServiceAwards.org. To receive an application by mail, please call 602-354-2407.

To apply for a Christian Service Award, all applicants must complete the following steps:

1. **Application:** Complete the Student Application form, indicating your high school preferences.
2. **Declaration:** Complete the Declaration of Applicant and Photo Release form; student and parent/guardian must sign and date in ink.
3. **Service Records:** Complete the Summary of Volunteer Service and individual Service Record forms for Parish, School, and Community that are included in this application packet.
 - Be sure to total the hours for each page and each type of service at the bottom of every page.
 - Service occurring any time between August 15, 2009 (beginning of 6th grade) and August 15, 2011 (beginning of 8th grade) should be recorded. Service outside these dates will not be considered.
 - **Do not** include additional letters, photos, or timesheets related to or documenting your service as they will not be admissible.
4. **References:** Submit three required letters of reference with your application packet: **1)** a letter from your Pastor; **2)** a letter from a current or former teacher or principal; and **3)** a letter from a current or former supervisor at the place of your community volunteer work that is listed on your Community Service Record (do not submit a letter from your parish, school, family member or friend to fulfill this requirement).
 - Use the Request for Reference Letter form(s) in this application packet to request each of the letters of reference.
 - Each letter should be returned to you in a sealed envelope from the author. If the letter is not in a sealed envelope, please request that the writer place it in a sealed envelope before returning it to you.
 - All letters must be originals; copies will not be accepted.



- Submit the three letters of reference with your completed application packet. Do not mail them separately.
 - ⇒ Recommendation: It is preferable to have someone who knows you write a reference letter for you. For example, if you do not know your pastor, you may want to make an appointment with your pastor to introduce yourself.
- 5. **Prepare an Essay:**
 - Read and reflect on the scripture passage from I John 3:18 (*New American Bible*):

“Children, let us love not in word or speech but in deed and truth.”
 - **Type** a double-spaced essay of **no more than 500 words** explaining what this scripture passage means to you and how it affects your life. You are encouraged to share one or two personal experiences of how this scripture passage has helped make you a better person. While focusing on the scriptural reference, you should also pay close attention to grammar and spelling.
 - Be sure to include your name on your essay.
- 6. **Mail complete application packet to arrive by October 15, 2011 to:**

Christian Service Awards
Catholic Community Foundation
400 E Monroe Street
Phoenix, AZ 85004

Selection Process:

All applicants who submit a complete and timely application will be scheduled for an interview conducted by the Christian Service Awards Committee. Interviews will be held in December at the Diocesan Pastoral Center. Award recipients will be selected after a careful and considerable evaluation of each interview and all elements of each application. Award recipients will be notified no later than January 31, 2012.

An Awards Reception, hosted by Bishop Thomas J. Olmsted honoring the 2012 Christian Service Awards recipients, will be held on March 7, 2012. Invitations will be sent to award recipients via standard mail.

Deadline:

Completed application packets, including all required documents (Student Application, Declaration of Applicant, three Service Record forms, three sealed Reference Letters, and essay) must be received at the Catholic Community Foundation **no later than October 15, 2011**. **There are no extensions or exceptions.**

Applicant may confirm receipt of application packet by contacting:
Catholic Community Foundation
602-354-2407
info@ccfphx.org



**Incomplete or late application packets will not be accepted.
Submitted materials will not be returned.**

APPLICATION PACKET CHECKLIST:

- Student Application, neatly printed or typed
- Declaration of Applicant and Photo Release, dated and signed in ink by student and parent/guardian
- Summary of Volunteer Service, with hours totaled
- Parish Service Record, with hours totaled, not stapled
- School Service Record, with hours totaled, not stapled
- Community Service Record, with hours totaled, not stapled
- Reference letter from your Pastor, in a sealed envelope
- Reference letter from a current or former teacher or principal, in a sealed envelope
- Reference letter from a current or former supervisor at the place of your volunteer community work, in a sealed envelope
- Essay, no more than 500 words, typed and double-spaced, with your name included, not stapled

Please Note:

- Incomplete or late application packets will not be accepted.
- Do **NOT** send additional documentation or any excess materials. They will not be admissible.
- Applications should be neat and legible; photocopies should be clear and clean.
- Do **NOT** put papers into plastic sleeves or staple pages together.
- Include your name on every piece of paper submitted.
- Submitted materials will not be returned.

Disclaimer – Only information provided on your application, in reference letters, and in your interview will be used to determine your eligibility and award status. If any information changes after your application has been submitted, such as your school preference or contact information, it is your responsibility to notify the Catholic Community Foundation.



Student Application

Student Name: Mr. Miss _____
(as you would like it publicized / announced)

Father's Name: _____ Mother's Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Date of Birth: _____

Home Phone: _____ Alt/Cell Phone: _____

E-Mail Address: _____

Alternate E-Mail Address: _____

Current Parish: _____ How long: _____

Current School: _____ How long: _____

Previous School(s): _____

NOTE: Of the 27 awards:

- 21 are available for award recipients to attend any of the Catholic high schools listed below;
- 3 are designated by the donors for students to attend Bourgade Catholic High School*;
- 1 is designated by the donor for students to attend Notre Dame Preparatory*;
- 1 is designated by the donor for a student from Our Lady of Mt. Carmel School; and
- 1 is designated by the donor for a student from a public elementary/middle school.

** Only applicants who indicate Bourgade Catholic High School and Notre Dame Preparatory as their first choice will be considered for these donor-designated awards, so please be mindful of how you rank your preferred high school – it may impact the award for which you will be considered.*

Rank your choices in order from 1 through 5, with "1" being your first choice.

_____ Bourgade Catholic High School _____ Saint Mary's Catholic High School
 _____ Brophy College Preparatory (boys only) _____ Seton Catholic High School
 _____ Notre Dame Preparatory _____ Xavier College Preparatory (girls only)

For Office Use Only

App. Received Date:	Parish Hours:	Date Verified:
L1 Received Date:	School Hours:	Date Verified:
L2 Received Date:	Community Hours:	Date Verified:
L3 Received Date:	Total Volunteer Hours:	Essay Received Date:



Declaration of Applicant and Photo Release

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS AND DECLARE THAT ALL INFORMATION PROVIDED IS TRUE AND COMPLETE.

I UNDERSTAND AND AGREE THAT:

- 1) My personal information pertaining to my current admission status and future admission status may be exchanged by and between the Catholic Community Foundation and the schools of the Diocese; and
- 2) My personal information may be released and exchanged by and between the Catholic Community Foundation and any entity requiring it to verify the information I have provided, for use in research and analysis, and for program evaluation.

The undersigned youth applicant and parent or legal guardian of youth applicant:

- Hereby grant permission to the Catholic Community Foundation and its agents or employees to use photographs, videos, interviews, and/or voice recordings taken of me for any and all Foundation promotional and informational materials such as brochures, newsletters, advertisements, magazines, and websites and to use such in electronic versions of the same publications and/or other electronic forms of media, without further notification to or consent from me.
- Authorize the use of my name, as well as my likeness and voice, with or without my name. This consent is given without expectation of compensation to me, and with the understanding that all photographs, videos, and recordings shall become the property of the Catholic Community Foundation. Applicant and Parent or Legal Guardian waive any right to inspect or approve the finished product.

I authorize the Catholic Community Foundation, the Catholic Sun, and the Diocese of Phoenix to release my name, application information, and photos/videos.

Signature of Applicant (in ink)

Signature of Parent/Guardian (in ink)

Printed Name of Applicant

Printed Name of Parent/Guardian

Date

Date



Summary of Volunteer Service

From August 15, 2009 – August 15, 2011

Briefly summarize your volunteer service hours for the past two years.

PARISH SERVICE HOURS – Provide a 1-3 sentence summary highlighting your parish volunteer activities <i>(not including school mass)</i>	TOTAL PARISH SERVICE HOURS
SCHOOL SERVICE HOURS – Provide a 1-3 sentence summary highlighting your school volunteer activities <i>(not including mass or choir during school hours)</i>	TOTAL SCHOOL SERVICE HOURS
COMMUNITY SERVICE HOURS – Provide a 1-3 sentence summary highlighting your community volunteer activities <i>(for example: volunteering at hospitals or non-profit organizations, working with children or the elderly, service projects done through scouting, and choir/band/dance/drama performances for the elderly, sick, disabled, or non-profit organizations.)</i>	TOTAL COMMUNITY SERVICE HOURS
TOTAL SERVICE HOURS	



Request for Reference Letter from Pastor

(Applicant - please use this form to request a letter of reference from your Pastor.)

Dear _____,

I am applying for the Catholic Community Foundation's Christian Service Award. The award would apply toward my tuition for one of the Catholic high schools in the Diocese of Phoenix.

The primary criteria for this award is the demonstration of Catholic values in my everyday life through volunteer service to my parish, school and community. I believe I demonstrate these values and a Christ-centered love for others.

Would you please take a moment to compose a typed, one or two page letter of reference for me?

In your letter, please include the following:

- the name of our parish
- confirmation that I am registered with and active at this parish
- the capacity in which you know me (i.e., current or previous pastor) and for how long
- how I demonstrate Catholic values through my service to our parish
- the number of hours per week/month that I serve, if known
- any comments which you feel would be helpful to the awards committee
- your contact information

Please return your letter of recommendation to me in a sealed envelope with my name on the front, for inclusion in my final application packet.

If you have any questions or comments, please go to www.ChristianServiceAwards.org or contact the Catholic Community Foundation at 602-354-2407 or info@ccfphx.org.

I am most grateful for your assistance.

Student Phone: _____

Student Address: _____

Student Name

Student Signature

Date



Request for Reference Letter from School

(Applicant - please use this form to request a letter of reference from a current or former teacher or principal.)

Dear _____,

I am applying for the Catholic Community Foundation's Christian Service Award. The award would apply toward my tuition for one of the Catholic high schools in the Diocese of Phoenix.

The primary criteria for this award is the demonstration of Catholic values in my everyday life through volunteer service to my parish, school and community. I believe I demonstrate these values and a Christ-centered love for others.

Would you please take a moment to compose a typed, one or two page letter of reference for me?

In your letter, please include the following:

- the name of our school
- the capacity in which you know me (i.e., current or former teacher or principal) and for how long
- how I demonstrate Catholic values through my service to our school
- the number of hours per week/month that I serve, if known
- any comments which you feel would be helpful to the awards committee
- your contact information

Please return your letter of recommendation to me in a sealed envelope with my name on the front, for inclusion in my final application packet.

If you have any questions or comments, please go to www.ChristianServiceAwards.org or contact the Catholic Community Foundation at 602-354-2407 or info@ccfphx.org.

I am most grateful for your assistance.

Student Phone: _____

Student Address: _____

Student Name

Student Signature

Date



Request for Reference Letter for Community Service

(Applicant - please use this form to request a letter of reference from a current or former supervisor at one of the organizations listed on your Community Service Record.)

Dear _____,

I am applying for the Catholic Community Foundation's Christian Service Award. The award would apply toward my tuition for one of the Catholic high schools in the Diocese of Phoenix.

The primary criteria for this award is the demonstration of Catholic values in my everyday life through volunteer service to my parish, school and community. I believe I demonstrate these values and a Christ-centered love for others.

Would you please take a moment to compose a typed, one or two page letter of reference for me?

In your letter, please include the following:

- the name of the community organization
- the capacity in which you know me (i.e., current or former supervisor) and for how long
- how I demonstrate Catholic values through my service to my community
- the number of hours per week/month that I serve, if known
- any comments which you feel would be helpful to the awards committee
- your contact information

Please return your letter of recommendation to me in a sealed envelope with my name on the front, for inclusion in my final application packet.

If you have any questions or comments, please go to www.ChristianServiceAwards.org or contact the Catholic Community Foundation at 602-354-2407 or info@ccfphx.org.

I am most grateful for your assistance.

Student Phone: _____

Student Address: _____

Student Name

Student Signature

Date