

CHRISTIAN SERVICE AWARDS APPLICATION GUIDELINES

READ THESE GUIDELINES BEFORE YOU BEGIN

PLEASE NOTE –

APPLICANTS ARE EVALUATED IN 4 AREAS:

- 1) References/Recommendations
- 2) Volunteer Service
- 3) Essay
- 4) In-Person Interview

The **Guiding Principles** below are also taken into overall consideration.

GENERAL INFORMATION

History of the Christian Service Awards

With a bequest made by Reverend Philip J. Poirier, a Memorial Fund with the Catholic Community Foundation was established to honor Catholic 8th grade students for their Christ-centered behavior, as evidenced through their volunteer service to parish, school, and community. Through the generous support of additional benefactors, each of whom sponsor an award named in someone's honor, this program has grown from sponsoring four students in 2001 to granting over 30 Christian Service Awards in recent years.

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.

Sponsors

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-\$12,000 scholarships awarded to students for tuition assistance to attend a Catholic high school in the Diocese of Phoenix. Recipients will receive \$2,000-\$3,000 per year for each of the four years they attend the designated Catholic high school. These grants are paid directly to the high school.

Eligibility

The Christian Service Awards are scholarships given to students who:

- Are 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;
- Are in 8th grade at the time of application; and
- Have volunteered 100+ hours to parish, school and community between August 15 of 6th grade year and August 15 of 8th grade year.

APPLICATION PROCESS

Only online applications are accepted. Apply online starting August 15th and submit completed applications no later than October 15th.

Applicants must complete the following steps:

1. Complete Applicant Information and High School Preferences sections.
2. Request and receive three recommendations (to be completed online by your references).
3. Upload completed volunteer service records (forms provided).
4. Write an essay on the specified topic.
5. Click "Submit Application" when you have completed your application and verified all references are submitted.

All submitted applications will be reviewed in October. All applicants will receive notice in November as to whether or not they will receive an interview conducted by members of the Christian Service Awards committee, based on the pre-screening process.

- Not all applicants will qualify for an interview and therefore will not advance and/or qualify for an award.
- Applicants who do pass the pre-screening process will receive an interview which will be scheduled for an assigned time on a Saturday in early December. The assigned interview time cannot be changed.
- Award recipients are selected by the committee after careful and considerable evaluation of each interview and all other components of the application.

- Interviewed applicants will be notified of their award status no later than January 31st.

An awards reception, hosted by Bishop Thomas J. Olmsted honoring the Christian Service Awards recipients, will be held in early March. Invitations will be mailed to award recipients and their families, principals, pastors and reference writers.

Deadline

Completed applications, including all required documents (3 Service Records, 3 References, and Essay) must be **submitted online no later than October 15, 2016 at 11:59pm. There are no extensions or exceptions.**

Incomplete or late applications will not be accepted.

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 high school preference or contact information, it is your responsibility to notify the Catholic Community Foundation as it may affect your award eligibility.

TIPS FOR COMPLETING THE ONLINE APPLICATION

HELPFUL HINTS

- If at any time you want to SAVE your application and RETURN LATER to complete it, simply click on "Save Application" at the bottom of this online application. Be sure to save before closing each session.
- You can log into your account at www.ccfphx.org/scholarship-apply to access saved and submitted applications.
- Add phammond@ccfphx.org to your safe senders list to ensure you receive all communications relating to your online application.
- To view or print an application, click Application Packet or Question List in the top right corner. (Do not submit a hard copy of your printed packet - applications must be submitted online.)

HIGH SCHOOL SELECTION

Some awards are designated by donors for recipients to attend specific high schools. **Applicant's first choice high school will be the primary guide for distributing 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.**

HOW TO REQUEST REFERENCES

You are required to have 3 Reference Recommendations submitted on your behalf. Your application is not complete without these. Within the online application, you will send an email request to each of your references and they will receive a link to complete an online recommendation form for you.

NOTE: It is preferable to have someone who knows you act as your reference. For example, if you do not know your pastor, you may want to make an appointment with your pastor to introduce yourself and have a discussion about your service before requesting a reference.

You must have one recommendation from each of these three categories:

Parish

- current pastor
- previous pastor
- other priest at your parish
- deacon at your parish
- religious brother or sister (not a lay person)

DO NOT ask your parish office manager, choir director or altar server coordinator for this reference

School

- current principal
- current teacher
- previous principal (in the last 2 years)
- previous teacher (in the last 2 years)

Community Service

- current or former supervisor at the place of your community volunteer work
- community leader
- scout leader
- parish service coordinator (who organizes service projects at parish)
- school service coordinator (who organizes service projects at school)

This reference **MUST** be from one of the organizations where you have done service that is **LISTED** on your Community Service Record or from a service coordinator at your parish or school

⇒ You may only send a recommendation request to one person / one email address in each category. If you make changes, this will delete all previous requests. Please contact the Catholic Community Foundation at 602-354-2407 if you have any questions or are unsure who to ask for references.

Reference Instructions

Follow these steps to request references when you are in your online application.

1. Enter the email addresses of your 3 references.
2. Click "Compose Email" to send a personal email to each requesting them to serve as a reference for you.
3. You may copy and paste the provided template into your email to edit/customize, or write your own email to request your references.

4. Each of your references will receive an email from our system requesting they complete your recommendation form online.
5. You will need to verify that all three references have completed their recommendation forms on your behalf **before you can submit your final application**. To check which references have completed the online form, log back into your application and check in the section next to each reference. You will be able to see if all references have completed the online recommendation forms or which are not yet completed. ("Response was submitted" in a green box indicates your reference has submitted a recommendation for you.)

SAMPLE EMAIL TEMPLATE:

Subject: YOUR NAME - Request for Reference

Dear _____,

I am applying for the Catholic Community Foundation's Christian Service Award. This scholarship would apply toward my tuition at 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 complete an online recommendation for me? These forms will be reviewed by the Christian Service Awards Committee, and your recommendation will impact my overall evaluation.

You will be receiving an email from "Catholic Community Foundation Scholarships" which will include a link. This link will direct you to the online recommendation form required for my application.

I would appreciate if you would notify me when you have completed your online reference for me as my application is not complete if I do not submit the required number of references. My email and phone number are below.

If you have any questions, please contact me or the Catholic Community Foundation at 602-354-2407 or info@ccfphx.org. I am most grateful for your support.

*YOUR NAME
YOUR EMAIL
YOUR PHONE NUMBER*

HOW TO COMPLETE SERVICE RECORDS AND UPLOAD INTO APPLICATION

Volunteerism for the Christian Service Awards is considered in three categories:

- 1) service to parish**
 - 2) service to school**
 - 3) service to community**
- 100 or more combined volunteer service hours are required between the dates of August 15, 2014 and August 15, 2016 to be eligible for this service scholarship. Service outside of these dates will not be considered.
 - Detailed descriptions of the service tasks performed with specific dates strengthen your application and are more helpful to the review committee than general descriptions.

- It is recommended, and also strengthens your application, to have service hours in all 3 service categories: parish, school, and community service.
- Each service record is available to download as a pdf that can be filled in online. You must use Adobe Reader or Acrobat to fill out the service records. Go to <https://get.adobe.com/reader> to install, if needed. (Adobe products are not compatible with iPhone or iPads.)
- Do not use Google Docs or OneDrive to fill out your service records as you may lose all the information you type into the form.

Service Record Instructions

For each of the three service categories, follow these steps:

1. Download the relevant service record (in Adobe) and save it to your computer, before you begin typing in it.
2. Open the saved document and fill in your name at the top of each page.
3. Record your volunteer service details from August 15, 2014 to August 15, 2016.
4. At the bottom of each page, enter the total number of hours on that page and the total number of hours on all pages in that service category.
5. Save each service record separately.
6. Upload each service record to the appropriate category (click "Upload a file", select the file, then double-click file to upload).
7. Below each uploaded service record online, enter your total service hours for that category and the total combined service hours at the end of the section.

NOTE: If you prefer to hand-write your service hours on the forms, you may print the service records, fill in manually, then scan each completed record as a pdf and upload.

Types of Qualifying Service

****Only service hours between August 15, 2014 and August 15, 2016 will be accepted.****

⇒ **See Qualifying Service Guidelines document**

Parish service is that which the student does to serve the Church and/or assist in furthering its mission. *For example: altar serving, choir, Sunday school assistance, vacation bible school leader, fundraising, office work, and parish custodial work. (DO NOT INCLUDE ALTAR SERVING OR CHOIR FOR SCHOOL MASS, "SLEEP TIME" (e.g. overnight), REHEARSALS OF ANY KIND, OR TRAVEL TIME.)*

School service is that which the student does to serve or assist the school outside of school/class time. *For example: after-school tutoring, fundraising, cleaning, grounds maintenance, office helper, library/classroom set-up, student council and choir/band/dance/drama performances for the elderly, sick, disabled or non-profit groups. (DO NOT INCLUDE ALTAR SERVING, CHOIR OR ANY OTHER SERVICE DURING SCHOOL HOURS, REHEARSALS OF ANY KIND, OR TRAVEL TIME.)*

Community service is that which the student does to better the community and assist non-profit organizations. *For example: volunteering at hospitals or non-profit organizations, working with the poor, children or the elderly, holding a food or clothing drive, writing letters to military, service projects done through scouting, parish or school, and choir/band/dance/drama performances for the elderly, sick, disabled or non-profit organizations. (DO NOT INCLUDE PAID BABYSITTING OR BABYSITTING FAMILY MEMBERS, REHEARSALS OF ANY KIND, OR TRAVEL TIME.)*

HOW TO WRITE YOUR ESSAY

Compose an essay of no more than 500 words explaining *How You Share Your Gifts From God* and how your volunteer service affects your life. You are encouraged to share personal experiences and how your service to others has improved your community. You may also want to include relevant scripture passages.

TIP - You can type and spell check your essay in a word processing program such as Microsoft Word and then copy and paste into your online application.

HOW TO SUBMIT YOUR APPLICATION

- Complete all sections of the application.
- Verify all references have been submitted.
- **Click “Submit Application”** at the bottom of the application by the October 15th deadline.
- You will receive a confirmation email if your application was successfully submitted.
- If you have any questions about completing your application or need to make changes to your application after you submit it, contact the Catholic Community Foundation at **602-354-2407**.

CONGRATULATIONS! YOU'RE DONE!!