

## Christian Service Awards

The purpose of the Christian Service Awards (CSA) is to recognize practicing Catholic 8th grade students who are registered within the Diocese of Phoenix and who demonstrate Christ-centered behavior through volunteer service to parish, school, and community (you must have 100+ hours of service to parish, school and community between 8/15 of 6th grade year and 8/15 of 8th grade year to apply). These prestigious awards are accompanied by an \$8,000-\$12,000 scholarship to the Catholic High School the student will be attending. In the last seven years, we have been blessed to have 22 St. Francis Xavier students receive this prestigious award. If you are interested in more information, please attend the upcoming workshop at the Diocese (see below), visit the CCF website at <http://www.ccfphx.org/christian-service-awards>, and see the following information by grade level. If you have any questions, please email me. Peace, Deborah Westerfield

**CSA WORKSHOP** – for parents and students RSVP required – register at [www.ccfphx.org/csa](http://www.ccfphx.org/csa)

**Monday, August 28, 2017, 7:00PM**

Diocesan Pastoral Center, 400 E Monroe Street Phoenix, AZ 85004

Topics:

- Overview of CSA application process and areas of evaluation
- How to best complete service records
- Who and how to ask for references/letters of recommendation
- Essay-writing tips
- How to prepare for an interview

### **Sixth and seventh grade:**

If your student is interesting in applying for this award when they are in eighth grade it is important that they start tracking their service hours now.

***Please note - St. Francis Xavier School only requires eighth grade students to track service hours, but if you are planning on applying for the CSA, you start start logging hours now using the form on the CCF website (found under helpful hints on the Eligibility and Application Process tab). Details about what does and does not count can be found on the CCF website under Qualifying Service Guideline.***

## **Eighth grade:**

**The deadline for submitting the final application is October 15<sup>th</sup>**, but the process is involved, so I encourage you to begin now. You will be asked to create an account which can be updated and saved as you are working on it. This is important because **you must start the online application process to request your recommendations. All requests for recommendations from St. Francis administration, staff or teachers must be made by September 15th using the online application. You must also provide your list of personal information and involvement in activities by September 15th to the person recommending you.**

## **Service Information**

As part of the application process students will submit information about the service they have performed.

- Details about what does and does not count can be found on the CCF website under Qualifying Service Guideline.
- The service hour tracking log can be found on the CCF website
- applicants must have a minimum of 100 hours of service to their parish, school and community, but most applicants have more than 200 hours.
- only service performed between 8/15 of 6th grade year and 8/15 of 8th grade year is accepted

## **Recommendation Information**

As part of the application process student be asked to provide the names (electronically) of three people to provide recommendations. We are so proud of our students and are happy to help them pursue the Christian Service Award. Writing the recommendations is something we take very seriously and commit a large amount of time to, so please follow the following guidelines:

- only three recommendations are accepted by the CCF:
  - Parish - your pastor, previous pastor, other clergy member (e.g. priest or deacon), or a religious brother or sister (not a lay person) who knows you; Ms. Cavnar and Mrs. Westerfield may NOT serve as the parish recommendation.
  - School - Either a current or former teacher OR the principal
  - Community Service - 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 recommendation from your parish, school, family member or friend to fulfill this requirement).
- Please contact the Catholic Community Foundation at [602-354-2407](tel:602-354-2407) if you are unsure who to ask for this reference.

- Make sure students personally ask the teacher, staff member or Ms. Cavnar to write their recommendation, then using the online application submit the three names and contact information. When you submit the recommendation names and contact information CCF will contact each person and ask them to directly submit the recommendation online.
- When you personally ask for the recommendation, provide a list of activities the student is involved with (this is especially helpful for Fr. Dan).
- As we want to represent your student in the best possible way, we ask that students be respectful of the writer's time and give them plenty of advance notice by respecting the September 15th deadline for requests.
- **All requests for recommendations from St. Francis administration, staff or teachers must be made by September 15th using the online application. You must also provide your list of personal information and involvement in activities by September 15th to the person recommending you.**