

**FORDHAM PREPARATORY SCHOOL  
CHRISTIAN SERVICE PROGRAM**

East Fordham Rd. Bronx, NY 10458

(718) 367-7500 x242

**Dear Agency Representative:**

The student before you is a senior at Fordham Preparatory School interested in doing his Christian Service Project at your agency. As the Director of the Christian Service Program, I want to thank you for considering him and also provide you with some important information about the program's requirements and expectations.

As a Catholic Jesuit institution, we are dedicated to the mission of forming "men for and with others." Service is seen as an integral part of each student's education; all students at Fordham Prep are required to participate in service activities throughout their four years. Seniors must serve at least fifty hours of a seventy hour requirement in an agency outside of school, and may serve only at agencies that have been previously approved.

Service, for the purposes of our program, is defined as "the direct provision of a basic human good to people in remarkable need." Students are required, therefore, to work directly with people in need. Clerical work and coaching a sport, for example, while commendable, do not fit into our program. Basic human goods include: food, shelter, education, and care and companionship to the elderly, confined, handicapped, and the sick.

We acknowledge that our program requires a great investment of time and energy on the part of both the agency and the student. To see that all parties are well served by the project, we have developed a set of expectations for students and agencies. We ask that you review these carefully with the student before completing the attached service contract.

**1. TO THE STUDENT:**

1. Dedicate yourself to the service work of the agency.
2. Respect the agency's policies and staff.
3. Be sensitive to the needs of those people served by the agency.
4. Be punctual. You must arrive on time and work the contracted hours.
5. Avoid absences. You must provide the agency and the Prep's service office with ample notice for any absences. You are expected to work at the agency during holidays unless alternative arrangements are made with the agency. Keep the agency's phone number in your wallet.
6. Dress according to agency guidelines.
7. Receive no remuneration for your work.
8. Arrange your own safe means of transportation.
9. Obtain parental approval for all arrangements.
10. Take responsibility for keeping a record of hours and bringing all forms to the agency.

(Over)

**2. TO THE AGENCY:**

1. Orient the student to the agency's services, staff, people served, building, and policies.
2. Provide a safe working environment for the student.
3. Arrange a project that will allow the student to provide directly a basic human service to people in remarkable need.
4. Train the student for all tasks he will perform.
5. Supervise the work of the student.
6. Fill out and submit progress reports, time sheets, and a final evaluation. (Student will provide forms.)
7. Respond to regular calls from the Prep's service office requesting information about students.
8. Agree to host a brief visit from a member of the Prep's service staff.
9. Call the Prep's service director as soon as a problem or concern arises.

The service contract is a formal agreement between the student and the agency. It allows both the student and the agency to tailor a project that will meet their needs. The contract also provides basic information important to the student's parents and the Prep. We ask that you fill out the contract carefully with the student. It will go into his permanent file. The student should make copies of the contract for himself, the agency, and his parents.

The student will also show you an attendance record. The student is expected to record his hours on this sheet and have it initialed by his supervisor. *We also ask agencies to keep track of attendance in a secure sign-in book of their own, and to use that book to provide information to the Prep's service staff when they call.* We can provide sign-in sheets if needed. The student must notify the agency if he is going to be late or absent. An agency should not hesitate to call a student who fails to report for service and should call the Prep if this happens more than once. At the same time, we ask that an agency give reasonable notice to a student in the event the agency will be closed or otherwise unable to utilize the student's services.

We trust that our expectations are your own. Our program's formalities are not meant to be a burden, but rather a means to ensure a positive experience for all involved.

If you have any problems or questions please do not hesitate to call or write. Again, we greatly appreciate your considering our student. We extend our best wishes and prayers as you carry out your important work.

Sincerely,

Paul Homer  
Service Director