



Senior Service Project

Goal:

The Senior Service Project is designed to give you a meaningful opportunity to live out your faith through service to others and active involvement in the community. It encourages a deeper understanding of our Gospel values, expands your awareness of the world around you, and fosters a strong sense of social responsibility. This project reflects your commitment to serving others, especially the poor, marginalized, and underserved.

Unlike the service hour requirements in grades 9–11, this project calls for a more focused and personal commitment. You are expected to devote your time and energy to a single organization or theme, choosing a cause you are passionate about—one where you can make a real difference by using your unique gifts and talents.

The project involves independent planning, organizing, implementing, reflecting on, and presenting your service experience.

Project Expectations

Spring 2026 – Service Plan and Mentor Contract

- Find an organization & a mentor/supervisor
- Research the mission & values of the organization
- Plan the entire project out
- Complete & submit the 4-page form (June 8)
- Meet with Mrs. McSparron (June 12)

Summer & Fall 2026

- Work on your project. (7 hrs Oct 19)

Winter 2027

- Finish your hours (Jan 25)
- Write your reflection paper (March 15)

Spring 2027

- Create a display board for the *Service Fair*. (April 1)
- Participate in the Service Fair. Be prepared to speak to the school community about your project. (April – exact date TBD)

Grading (P/F/I)

1st Quarter Report Card – October 2026 – Proposal approved, planning completed, & at least 7 hours of service or advocacy completed.

2nd Quarter Report Card – January 2027 – An additional 13 hours of service or advocacy completed

3rd Quarter Report Card – March 2027 – Reflection paper submitted

4th Quarter Report Card – May 2027 – Display Board completed & student participated in the *Service Fair*

PLEASE NOTE: If you do not meet the deadlines for each expectation, you will receive an 'Incomplete' or a 'Fail' on your report card and/or your Senior Privileges will be revoked.

MobileServe App

- You are expected to report your direct (or indirect) service & advocacy hours through the MobileServe App
- Your hours for this project should fall under the categories of "Direct Service" and "Advocacy" only. Do not use the category "Community Service" for your senior service project.

Refer to the document that offers instructions on using the App

Components of Senior Service Project:

Hours:

Proposal, Research & Planning*	2.5
Service & Advocacy	20
Reflection Paper*	1.5
Service Fair*	1

Total = 25 hours

*Research & Planning, Reflection Paper, and the Service Fair are NOT to be logged onto MobileServe. The app is for your Service & Advocacy hours only

The 20 Hours:

At least 5 hours of Advocacy

At least 10 hours of **Direct** Service

The remaining 5 hours can be either advocacy or service.

Although fundraising is not expected to be a major part of your project, if it will be included as a small component of your service, you must obtain Mrs. Witherspoon's approval before moving forward.

AHN Senior Service Project

Proposal/Research/Planning

- Decide on two or three organizations that you want to support. If one cannot accommodate you, move on to your second choice. Keep going until you find an organization that needs your help, and you have identified a mentor who is willing to be your supervisor.
- Call or email them to set up a phone, zoom, or in-person meeting (If you do not receive a response to your email within a week call them!). **Refer to the document, *Sample Email*.**
- During your meeting, be sure to cover the following points.
 - Introduce yourself & explain the overall goal of the school's Senior Service Project
 - Ask if the organization has a specific need you can assist with. Share your skills and talents and let them know your hours must be completed by **January 25, 2027**.
 - Discuss the logistics and expectations:
 - + What would the project involve (who, what, when, where, how)?
 - + What days and times would they like you to work?
 - + Will your service take place at their site, off-site, or both?
 - + Is there an event or one-time project where your help would be useful?
- You may need to have more than one conversation with the organization to finalize the details.
- Once the details have been agreed upon, complete the proposal form. This will serve as a contract between you and the organization. You, a parent or guardian, and your mentor will need to sign it. **Refer to the document, *Proposal Form*.**
- Submit the proposal to Mrs. McSparron and set up a one-on-one meeting with her for final approval. This meeting **MUST** take place by June 12, 2026. You may meet with Mrs. McSparron in person at school or via Zoom.
- Once your proposal has been approved by Mrs. McSparron, you may begin to work on your project.
- Here is a list of organizations in the Capital Area that might need your help. There are many more organizations and schools that are not on this list, but this is a good place to start if you do not have any association with a particular place.
<https://www.volunteermatch.org/search/orgs.jsp?r=20.0&l=Albany%2C+NY%2C+USA&o=distance> This does not mean every organization on this list is appropriate (for example, Planned Parenthood is not an approved organization).
- Other organizations you may consider are:
 - Christ Child Society (families, infants, mothers)
 - Family Promise of the Capital Region (Unhoused Families)
 - Area Food Pantries (Hunger)
 - Regional Food Bank (Hunger)
 - Nursing Homes (Elderly)
 - Habitat for Humanity (Housing)
 - Best Buddies International (Disabilities)
 - Community Maternity Services (Teen Mothers)
 - Damien Center (Individuals & Families affected by AIDS)
 - Hospitals
 - Albany Pine Bush Preserve (Environment)
 - Albany Public Library (Tutors)
 - American Red Cross
 - Capital Roots (Produce/Hunger)
 - Catholic Charities CC Move (Food distribution – drive thru pantries)
 - 15-Love (Summer tennis program for inner city youth)
 - Food pantries for the Capital District (hunger)
 - Girls on the Run (running buddy)
 - Heart of Hope campaign (Health Services for Minorities)
 - Homeless and Travelers Aid Society
 - NYS Museum (after school program)

Albany Police and Athletic League (PAL – after school & summer programs)
RISSE (Immigration)
Ronald McDonald House
South End Children's Café
STRIDE (Adaptive Sports)
The Vegetable Project

- We need two students to organize the St. Catherine's Center for Children Christmas Giving Tree
- We need one student to organize a Moon Bee for the Mooncatcher Project
- We need two or three students to organize a 'Dig Pink' Volleyball game for Breast Cancer

AHN Senior Service Project
Sample Email
to Potential Partner Organization

Subject: Inquiry About Community Service Opportunity for Senior Project

Body:

Good morning/afternoon/evening,

My name is _____, and I am a senior at the Academy of the Holy Names in Albany. As part of our graduation requirement, I am completing a Senior Service Project focused on giving back to the community by partnering with a local organization that addresses [insert cause, e.g., homelessness, hunger relief, environmental sustainability, etc.].

I am very interested in the work your organization does, and I would love to learn more about how I might be able to support your mission through a volunteer-based project. I am looking for a meaningful opportunity where I can contribute to meeting the real needs within your organization or the population you serve.

I would appreciate the chance to meet with someone from your team to learn more about current needs or ways I could be involved. I can meet you in-person, via Zoom or by telephone, whichever is most convenient for you. I am available [insert a few times/days you're available], but I'm happy to adjust to your schedule.

Thank you very much for your time and consideration. I look forward to the possibility of working together.

Thank you,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

Academy of the Holy Names - Class of 2026

AHN Senior Service Project
Proposal, Research, & Planning Form

1. **Student Name(s):**

2. **Theme of your project** (ex., Hunger, Poverty, Homelessness, Senior Care, etc).

3. **What is your goal – what do you wish to accomplish?**

4. Potential Organizations

	Name	Address	Tel #	Email Addr	Notes
Org #1					
Org #2					
Org #3					

5. What is your final decision...which of the above organizations will you be working with for your project? What is **the mission and vision** of this organization?

6. When did you meet with the representative from your final organization(s) - date?

7. Who will be your mentor/supervisor for your project?

Name

Title

Address

Telephone #

Email Address

8. What are the details of your project? **Who?, Why? What?, How? Where? When?**

Give very specific details. We need to know exactly how you will accomplish your goal BEFORE you begin your project. We need to know every step of the process including the cost of your project and how you will pay for it.

9. You may not begin your project until you have met with Mrs. McSparron for her approval. This meeting may take place either in person at school, or via Zoom. Be aware that you may or may not have to tweak your proposal after this meeting

When are you available to meet?

A. In-person - Homeroom Period

Three dates you are available during HR:

1. _____

2. _____

3. _____

OR

B. Zoom

Three dates and times you are available:

1. _____

2. _____

3. _____

Signatures Needed to Indicate Approval of the Proposal

Student(s) _____ **Date** _____

_____ **Date** _____

Mrs. McSparron _____ **Date** _____

Parent(s)/Guardian(s) _____ **Date** _____

_____ **Date** _____

Mentor/Supervisor _____ **Date** _____

This Form (4 pages) is Due No Later Than June 12th

AHN Senior Service Project

Service & Advocacy

- You are expected to work at least 20 hours on this component of your project.
- Although you must accomplish both direct (or indirect) service **and** advocacy, there is flexibility in how you divide your hours between these two areas. It depends on what your project is. Some projects tend to be more of one area than the other.
- Having said that, you may not dedicate all 20 hours to only one of these aspects. You must devote at least 5 hours to one of the areas and the remaining hours to the other area. For example, 5 hours spent on Advocacy and 15 hours on Service or vice versa, or 6 hours on Advocacy and 14 hours on Service. Any combination that adds up to 20 hours AND you have spent at least 5 hours on one of the aspects.

The Key Differences between Service & Advocacy:

Feature	Service	Advocacy
Focus	Immediate needs of individuals or groups	Influencing decision-makers and systems for broader change
Action	Providing direct help, support, or resources	Speaking up, educating, organizing, lobbying
Target Audience	Individuals or groups directly benefiting from the service	Decision-makers, policymakers, and the public
Impact	Immediate and direct help for those in need	Potential for long-term system change and broader impact

Examples of **Service** would be the Corporal Works of Mercy which are found in the teachings of Jesus and give us a model for how we should treat all others, as if they were Christ in disguise. They "are charitable actions by which we help our neighbors in their bodily needs" (USCCA). They respond to the basic needs of humanity.

- **Feed the Hungry**
- **Give Drink to the Thirsty** (environmental issues such as access to clean water & conserving water)
- **Shelter the Homeless**
- **Visit the Sick**
- **Visit the Prisoners**
- **Bury the Dead**
- **Give alms to the poor**

PLEASE NOTE: When we refer to "service" when referring to your senior service project we mean "indirect" or "direct" service."

Direct Service means you are in direct contact with the people/agency you are helping. Examples of these activities include tutoring, visiting the elderly, serving food to the homeless, and providing childcare during school community functions.

Indirect Service means you participate in activities that will help people. You do not work directly with the people. Activities include fundraisers, community clean ups, construction work, and collections.

Advocacy involves speaking up for a cause or issue to influence decisions and promote action. Advocacy focuses on systemic change by influencing policies, practices, and resource allocation.

Examples include lobbying policymakers, educating the public about an issue, or organizing community events.

ALL 20 hours need to be completed by January 25th
- 7 hours by October 19th
- 13 more hours by January 25th

Academy of the Holy Names

Getting Started Guide

Class of 2027 Code: 89EE4C

MobileServe is available as a mobile app in the App store and Google Play and can be used on most smartphones and tablets. You can create and manage your MobileServe account from any internet-connected device at: app.mobileserve.com.

Create Your Account

1. Open the app or go to app.mobileserve.com & select Sign Up.
2. Enter your name, birthday, and create a password. You can skip the School box.
3. Select Next.
4. Add an optional photo to your profile or skip.
5. Select Next.
6. Enter the 6-digit code corresponding to **your grade (see above)**.
7. When it pops up, select Join.

Log Your Hours

1. From the home screen of your profile, click the [Log your hours](#) button.
2. Enter the date of your service
3. Enter the number of hours
4. In the Service Org box, enter the name of the organization where you volunteered
5. Select the service category that best describes your service
6. Describe your experience in the "Tell Your Story" box (optional)
7. Click Next to add verification methods to your log
8. You have four verification options:
 1. Supervisor Name and Email (most used)
 2. Supervisor Signature (only on the app)
 3. Photos
 4. Geo Location
9. Click Submit.

More information: info.mobileserve.com/how-to-users-main

Questions? Email support@mobileserve.com

Or chat with support in the app or at app.mobileserve.com



AHN Senior Service Project Reflection Paper

This is an opportunity to reflect on and analyze your service experience. This paper needs to be written in a narrative form meaning you need to write it as an essay and not bullet points or a list or an outline. It should describe your project, analyze the successes and challenges, and identify how your project aligns with Catholic values and the principles of social justice. Finally, the paper should reflect on how your experience has had an impact on your understanding of yourself and the community.

There is not a minimum or maximum number of pages expected, instead, you will be graded on whether you used the following structure and included the information given in the following outline.

HOW YOUR PAPER SHOULD BE STRUCTURED

Paragraph 1

Introduction

- a. Very **briefly** describe your service project by stating the organization(s) for which you volunteered and the nature of your work (fed the hungry, visited the sick, tutored, worked with a non-profit, etc.)
- b. Very briefly describe the purpose of this paper, for example, "...to reflect on my experience, analyze its impact on me, relate it to Catholic teaching, and how I have grown personally as a result of this experience"

Paragraph 2

Project Description & Experience

- a. Detailed explanation
 - What is the need or injustice that you addressed?
 - Provide a detailed account of your service project including the specific tasks that you performed, the people you interacted with, and the challenges you faced.
- b. Personal reflection
 - Share your initial thoughts before you began the project, your experience during the project, and then your final impressions of your experience.
- c. Examples of impact
 - Give specific examples of how you helped others or made a positive difference through your service

Paragraph 3

Connecting to Catholic Faith & Values

- a. Discuss how your service project aligns with Catholic teachings such as the "preferential option for the poor" or other principle of Catholic Social Teaching, charity, and the call to serve others.
- b. Is there a particular Scripture verse that relates to your experience?

Paragraph 4

Personal growth & Transformation

- a. Self-reflection
 - Describe how your service project has made an impact on your understanding of yourself, your gifts and talents, and your purpose in life.
- b. Increased awareness
 - How has your project increased your awareness of the needs of others< social justice issues, and/or the interconnectedness of people.
- c. Future service
 - Discuss your willingness to continue serving others in the future.
 - How likely are you to be more active in the community as a result of this experience?

Paragraph 5

Conclusion

- a. Summarize your key points
- b. Add any other final thoughts

This paper is due no later than March 15th.

AHN Senior Service Project Service Fair

1. Create a display of the highlights of your project using a trifold presentation board.
2. Use:
 - a. Photos
 - b. Color
 - c. Headings
 - d. Bullet points of the important details
3. Include your reflection paper on the board

The date of the Service Fair will be in April (exact date is TBD), but the display board needs to be submitted to Mrs. McSparron no later than April 1st.

**IT IS OF THE UTMOST IMPORTANCE TO CONTACT
MRS. MCSPARRON IF YOU ARE HAVING
DIFFICULTY COMPLETING THE ASSIGNMENTS
AT ANY STAGE OF THE PROJECT.**

**bmcsparrron@ahns.org
518-207-6529**