



Bishop Moore Catholic High School

Student Community Service

All BMCHS students are required to complete community service hours as a part of their academic and faith formation. All students must complete 100 hours of service in order to be eligible to graduate. Students are advised to have no less than 50 hours by April 1st of their sophomore year and 75 hours by April 1st of the junior year. These requirements must be met in order to apply for a parking space in May.

All community service hours need to be added online in x2VOL, which is accessed once you have logged in to Family Connection. After the hours have been added online, a copy of the Community Service form must be submitted online. If the person verifying your hours is a Bishop Moore teacher, you do not have to submit this form, however that teacher must confirm your hours so be sure to provide the correct email. If you have not yet set up your x2VOL account, please follow these instructions.

To access x2VOL - only for students – parents cannot access x2VOL accounts.

- 1) Log into Family Connection-<http://connection.naviance.com/bishopmoore>. Your username and password is the same that you use for NetClassroom
- 2) Click the “x2VOL” link on the top left, under Resources. If there is no X2VOL link, please go down to the instructions “No X2VOL Link”
- 3) You will be brought to the x2VOL registration page. Complete your registration by entering your email address and following the instructions on the screen.
- 4) Next you will be brought to the DASHBOARD
- 5) Click Service History, under Common Activities

No X2VOL Link

- 1) Go directly to x2VOL and click SIGN UP
- 2) Enter Bishop Moore as the school and your student ID#
- 3) If it doesn't find you, then go ahead and register and the Community Service staff at Bishop Moore will then add you as a student

Adding New Community Service Hours

- 1) Log into Family Connection <http://connection.naviance.com/bishopmoore>. Your username and password is the same that you use for NetClassroom.
- 2) Click the “x2VOL” link on the top left, under Resources. This is only going to show up for students, not parents.
- 3) Click “Add Hours” under Common Tasks
- 4) Click “Create New” under My Activity Log
- 5) Fill out the form:
 - a. Activity Name - Enter the organization
 - b. Project Description – A description of what was done
 - c. File -You may upload a copy of your community service form.
 - 1) Click on "choose file",
 - 2) you MUST click the blue button "Upload". If the button is not clicked the file will not upload
 - d. Recurring Project – Check this if you are going to volunteer in the future at the same organization



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- e. Interests – Select appropriate box
- f. Career Clusters – Optional
- g. Activity Contact – Fill out completely with name, phone and/or email address. If the email address is provided the non-profit organization will receive an email and the hours can be verified online. If this is incorrect and the person cannot be contacted, your hours will not be approved.
- h. Claim Hours – Enter date, hours, minutes and a reflection on this service
- i. Organization Goals – Leave this box checked
- j. Select the goal your graduation year as the goal
- k. Oath – Read carefully and check the box
- l. Click submit

6) **Do you need to upload a Community Service form?**

If you listed the email address of a teacher or staff member at Bishop Moore, you do not need to turn in a Community Service form. Be sure you spell the email correctly. The teacher will have to confirm online that you completed the hours before the hours will be approved.

In all other cases, YES, you must also upload your Community Service form. Once the office receives your printed form and the community service office verifies your hours with the organization, your hours will be approved. Community Service forms can be found on the Bishop Moore website.

7) **Who should you direct any questions relating to community service?**

Please email your questions to cs@bishopmoore.org.

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