

LIVING DISCIPLESHIP THE CAVALIER WAY

With the transition to a four-day instructional week, Lehman Catholic encourages students to have meaningful Mondays and engage in service to the wider community. Starting with this 2026-27 school year, we are moving away from the all-school service day and asking students to engage in service more frequently through self-initiated volunteer hours.

Through this new service initiative, our hope is that:

- Students will encounter God and learn that service is an essential part of living their faith.
- Students will learn more about themselves, others, and God's plan for their life. Pope St. John Paul II taught that, "***Man cannot find himself except through a sincere gift of himself.***"
- Students will discover how to incorporate service into daily life, and will do it more often.
- Students' worldview will be expanded.

GUIDELINES FOR SERVICE HOURS



REQUIRED HOURS FOR GRADUATION

Lehman students are now required to achieve 40 hours of service over their 4 years of high school in order to be eligible for graduation (requirement will be adjusted if student is enrolled for less than 4 years). Students must distribute their service hours over all 4 years at a pace of 10 hours per year. If a student exceeds 10 hours in one year, or 40 hours over the course of 4 years, they may qualify for service awards (see #7)! As we transition to this model, each grade level has been assigned an adjusted number of service hours that must be completed before April 1st of the year they graduate. This year's freshmen class, as well as all future freshmen classes, will be held to the 40-hour graduation requirement.

Incoming Freshmen

40 hours required for graduation | 08/13/26 - 04/01/30
10 per year

Incoming Sophomores

30 hours required for graduation | 08/13/26 - 04/01/29
10 per year

Incoming Juniors

20 hours required for graduation | 08/13/26 - 04/01/28
10 per year

Incoming Seniors

10 hours required for graduation | 08/13/26 - 04/01/27
10 per year



QUESTIONS? PLEASE CONTACT

Abbey Marquardt, Campus Minister
a.marquardt@lehmancatholic.com

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HOW CAN I SERVE OTHERS? A STEP-BY-STEP WALKTHROUGH

A spreadsheet of groups that are seeking volunteers in the surrounding area is included in this packet. The spreadsheet includes a description of the volunteer opportunity at each organization and their respective contact information. Students are responsible for setting up their own times to serve, completing the proper forms, getting a chaperone (if needed), and transporting themselves to and from the service site. The way to ensure credit is received for service is described in steps #3-6 of the step-by-step process below:

STEP 1 – Browse the student service spreadsheet or do your own research for service opportunities that interest you and work with your schedule. All information in the provided spreadsheet is based on Monday service opportunities. However, most of these organizations will take help on other days of the week. If you would prefer to serve on a day other than Monday, simply mention that upon reaching out.

STEP 2 – Contact the service organization you're most interested in by using the information provided in the service catalog. Schedule a time to volunteer, ensuring that you are meeting all special requirements listed in the "Special Requirements" section of the spreadsheet (for example, volunteers at Habitat for Humanity are required to fill out a volunteer form). Consider inviting a couple of friends to serve at the same place and time as you!

STEP 3 – Print out your service hours log sheet (included in this packet), or obtain a printed copy from the school office, and bring it with you to your service site.

STEP 4 – Go Serve! Don't forget to log your hours and to have the employee/supervisor from the service organization sign your log sheet to verify that you volunteered. Note: even if you have completed your required amount of service hours, don't stop logging your additional service - you may become eligible for service awards with those extra hours!

STEP 5 – Complete the rest of the log sheet, including a description of what you did and a short reflection.

STEP 6 – Turn in your log sheet to Ms. Marquardt at the campus ministry office (next to the chapel). **SERVICE LOG SHEET IS DUE NO LATER THAN TWO WEEKS AFTER ANY SERVICE IS COMPLETED.**

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RETROACTIVE CREDIT

For this school year only, students are allowed to receive credit for volunteering done over this past summer (May 20-August 12, 2026). This could include the school mission trip or other self-initiated service that falls within the guidelines.

How to obtain retroactive credit: fill out a service log sheet, have it signed by the person who supervised your work, and **turn it in to Ms. Marquardt at the Campus Ministry Office by 3:40 p.m. on September 30, 2026.** Retroactive Credit will no longer be accepted after September 30, 2026. No exceptions. ACT NOW if you have done some service over the summer.

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DIFFERENTIATION OF SERVICE

Students are expected to distribute their volunteer work over two or more different organizations/opportunities. A student cannot obtain all their required hours from one location, with the intention that students will be exposed to a variety of service opportunities!

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SERVICE TO FAMILY

We hope that helping out in the home is a regular part of our students' lives! Students can receive credit for serving their family members if it is a self-initiated task that is not a part of their normal life, and no money is involved. It must be obvious that the student is going out of their normal routine to serve their family in a special way.

Example: students cannot get service hours for babysitting their siblings, as it is generally expected that siblings support their family in this way. However, if a student sees that their grandparents need their garage cleaned and offers to do it for free without being asked, something like this can count toward Lehman service hours.

NOTE: family service cannot account for more than 10% of a student's required hours (1 hr/yr).

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SCHOOL-RELATED SERVICE

Any service work that is required in Lehman classes (such as TLC), sports, or for membership in student-elected extracurricular activities (such as National Honors Society) will not count toward the service-hours requirement. However, voluntary service in classes, sports, or clubs can count for up to 20% of a student's required hours (2 hrs/yr). Teachers, coaches, and club facilitators are responsible for clarifying what is required and what is voluntary for the students.

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SERVICE RECOGNITION

Lehman students who have excelled in service to their community are eligible for special recognition! These students have made service a way of life and are deserving of high honors that will inspire others to do the same.

Quarterly Recognition (available to all grade levels)

- **Student Server Spotlight:** Students showing exceptional engagement in service work throughout the year will be selected quarterly to be interviewed and featured in the Lehman Newsletter and on social media.

Semester Awards (available to all grade levels)

- **Semester Service Awards:** The male and female students from the freshman, sophomore, junior, and senior classes (8 students in total) with the highest number of hours by December 9th will receive recognition at the semester awards ceremony and a special, themed award.

Yearly Awards (available to freshmen, sophomore, and junior grade levels)

- **St. Vincent de Paul Award for Outstanding Service:** Granted to the one male and female student from 9th, 10th, or 11th grade who completed the highest number of hours over the course of one school year. These two students will receive certificates at the semester awards ceremony, and their names will be engraved on a placard to be displayed at LCHS.

Graduation Awards (available to seniors only)

- **St. Mother Teresa Legacy Award:** awarded to the graduating senior who achieved the highest number of service hours in their class over the course of their entire high school career. This student will receive two personal placards (one for their own keeping and one to be displayed at LCHS), a blue and white cord and a stole to wear at graduation, and will be recognized at the semester and graduation awards ceremonies.
- **Graduation Cords:**
 - Students who have completed over 200 hours of service during their high school careers will receive a white cord to wear at graduation and will be recognized at the semester and graduation awards ceremonies.
 - This is super achievable! Approximately 1 hour/week over 4 years!
 - The 200-hour benchmark will be adjusted for the classes of 2027 (35 hours), 2028 (90 hours), and 2029 (145 hours) while this new award is phased in. Time volunteered at previous service days will be included.
 - Students who have completed over 500 hours of service during their high school careers will receive a certificate, a white cord, and a stole to wear at graduation, and will be recognized at the semester and graduation awards ceremonies.
 - This is super achievable! Approximately 2.5 hours/week over 4 years!
 - The 500-hour benchmark will be adjusted for the classes of 2027 (110 hours), 2028 (240 hours), and 2029 (370 hours) while this new award is phased in. Time volunteered at previous service days will be included.

Non-LCHS Service Awards: Upperclassmen are encouraged to research if their college of choice or other organizations offer scholarships for exceptional amounts of volunteer work done in high school. See some examples below:

- The Spirit of Sister Dorothy Stang Award
- University of Dayton Leadership in Service Scholarship

OVERVIEW OF IMPORTANT DATES AND REQUIREMENTS

Students are required to complete the allotted number of service hours according to their grade level before April 1st of the year they graduate, at a pace of 10 hours per year (see #1 of Guidelines for exact details).

If students wish to receive retroactive credit for service done over Summer 2026 (May 20-August 12, 2026), they must complete a service log sheet in full and turn it in to the campus ministry office **no later than 3:40 PM on 9/30/26**.

Students must turn in their service log sheet within 2 weeks of each time they do a volunteer activity.

Students are expected to serve at a **minimum of two different organizations/sites**.

Family service cannot account for more than 10% of a student's required hours.

Service that is required by classes, sports, or clubs cannot count toward the graduation requirement. However, voluntary service in these categories can count for up to 20%.

SERVICE HOURS FORM

FORMS MUST BE TURNED IN TO THE CAMPUS MINISTRY OFFICE WITHIN 2 WEEKS OF SERVICE TO RECEIVE CREDIT.

Student Name Grade

SERVICE ORGANIZATION / EVENT DETAILS

Service Organization / Event

Address

Supervisor Name

Supervisor Phone Number

SERVICE HOURS DETAILS

Description of Service	Date	Hours	Supv Initials
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STUDENT REFLECTION | What is one thing you learned about 1 – yourself, 2 – others, and 3 – God, through this volunteer experience? Please answer all three.

1

2

3

SIGNATURES

Student Signature Date

Parent / Guardian Signature Date

Supervisor Signature Date

FOR OFFICE USE ONLY | LOGGED INTO THE SCHOOL SYSTEM

Name Date

STUDENT SERVICE LOCATIONS

SERVICE LOCATION	CONTACT	HOURS & SERVICE NEEDS AVAILABLE ON MONDAY
TROY LOCATIONS		
First Place Food Pantry 1100 Wayne St., Troy, OH 45373	Susan Hemm 937-418-1699 susan@firstplacefoodpantry.org	Indoor and outdoor cleaning. Meal prep.
Health Partners Free Clinic 1300 N County Rd 25A, Troy, OH 45373	Nicolette Winner 937-332-0894 nwinner@healthpartnersclinic.org Alexis Gibson 937-332-0894 alexisgibson@healthpartnersclinic.org	9 a.m. - 12 p.m. 1 - 5 p.m. 9 a.m. - 2:45 p.m.
Habitat for Humanity, Troy 500 N Madison St., Troy	Maureen O'Keefe 937-332-3763 x0 mokeefe@hfhmco.org	For 18+ Building playhouses, park benches, picnic tables, etc. (Troy location only) Seeking a social media/marketing intern (under 18 age acceptable). 5-10 students to do weeding once a month at a client's home (under 18 age acceptable).
Miami County Right to Life 305 E. Main St., Troy, OH 45373	David Enneking 937-726-7299	Call for more information.
St. Patrick Church 409 E Main St, Troy, OH 45373	Natalie Rohlfis 937-335-2833 contact@fatima-family.org	Various needs at different times of the year
St. Patrick School and Preschool 420 E Water St, Troy, OH 45373	Cyndi Cathcart 937-339-3705 ccathcart@stpattroy.org	8 a.m. - 3 p.m. Classroom help. Janitorial and maintenance help. Tutoring.
St. Patrick Soup Kitchen 25 N Mulberry St, Troy, OH 45373	Dick Steineman 937-335-7939 dcapi727@yahoo.com Deb Grant 937-451-1334 deb@soupkitchen.org	Cleaning. Organizing food. General housekeeping. Food prep. Up to four volunteers.
St. Teresa of the Infant Jesus Catholic Church 6925 US Rt. 36, Covington, OH 45318	Natalie Rohlfis 937-335-2833 contact@fatima-family.org	Various needs at different times of the year
Church of the Transfiguration 972 S Miami St, West Milton, OH 45383	Natalie Rohlfis 937-335-2833 contact@fatima-family.org	Various needs at different times of the year
PIQUA LOCATIONS		
Fountain Park 1300 Forest Ave., Piqua, OH 45356	Chris Boeke 937-778-2061 cboeke@piquaoh.gov	7 a.m. - 2 p.m. Light maintenance work in the parks, i.e. picking up trash and sticks, cleaning tables, pulling weeds, etc. no more than 10 volunteers
Piqua Catholic School 503 W North St., Piqua, OH 45356	Cyndi Cathcart 937-773-1564 ccathcart@stpattroy.org	8 a.m. - 3 p.m. Classroom help. Janitorial and maintenance help. Tutoring.
Piqua Catholic Preschool 339 South St., Piqua, OH 45356	Cyndi Cathcart 937-773-1564 ccathcart@stpattroy.org	8 a.m. - 3 p.m. Classroom help. Janitorial and maintenance help. Tutoring.
Piqua St. Bonifas 218 S. Downing St., Piqua, OH 45356	Natalie Rohlfis 937-335-2833 contact@fatima-family.org	Various needs at different times of the year
Piqua St. Mary 310 S. Downing St., Piqua, OH 45356	Natalie Rohlfis 937-335-2833 contact@fatima-family.org	Various needs at different times of the year
SIDNEY LOCATIONS		
Dorothy Love 3003 W. Cisco Rd., Sidney	Penny Clark or Avery Howell 937-498-2391 PClark@ohioliving.org, AKHowell@ohioliving.org	Visiting the elderly. Pulling weeds. Cleaning. Helping elderly residents learn how to use technology. If visiting the elderly: 9 - 11:30 a.m. or 1 - 4 p.m.; timing for other tasks would need to be discussed upon inquiring to volunteer.
FISH Thrift Store 1128 W Michigan St, Sidney, OH 45365	Darla Cabe 937-492-1760 darlacabe@gmail.com	Sorting, organizing and pricing donations. Special projects (painting, cleaning, box lifting and moving, etc.). 10 a.m. (or earlier) to 3/5 p.m. (or later) - depending on the day and the need.
Habitat for Humanity 1024 Wapakoneta Ave., Sidney, OH	Maureen O'Keefe 937-332-3763 x-0 mokeefe@hfhmco.org	For 18+ Building playhouses, park benches, picnic tables, etc. (Troy location only) Seeking a social media/marketing intern (under 18 age acceptable). 5-10 students to do weeding once a month at a client's home (under 18 age acceptable).
Holy Angels Parish 119 E Water St, Sidney, OH 45365	George Sholits 937-498-2307 georges@nfiregion.org	Call for more information.
Holy Angels School 120 E Water St, Sidney, OH 45365	Brad Zimmerman 937-492-9293 bzimmerman@lehmancatholic.com	Consistent (weekly or biweekly) service to 2nd or 3rd grade classrooms, this would be like a teacher aide/job shadow opportunity - helping with math, english, spelling, etc.
Mercy Mission House 950 Childrens Home Rd., Sidney, OH 45365	Emily Neu 937-815-1777 director@themermymissionhouse.com	Front Desk: answering phones, giving staff messages, helping with client requests. Meal time volunteers: prepare dinner for clients and serve it and eat with them.
Morgan's Place Children's Cemetery 1254 OH-589, Sidney, OH 45365	Mollie Verdier 937-726-9988 morgansplacemb@gmail.com	Call for more information.
Shelby County Right to Life 102 E. Poplar St., Sidney, OH 45365	Erin Keating-Gros 937-844-2910 eekg.25@hotmail.com	Stock shelves with food/diapers/wipes/formula. Do laundry. Clean toys. Manage clothing donations. 10-4pm (3-6hour long shifts available)
Shelby County Animal Shelter 610 Gearhart Rd., Sidney, OH	Danielle Steinke 937-498-7201 Danielle.Steinke@shelbycountysheriff.com	Walking, bathing, socializing with dogs and cats. Basic cleaning as needed. 10-4pm (30 min-all day shifts allowed)
Tawawa Park 12 Tawawa Dr, Sidney, OH 45365	Jim Heuing 937-498-8156 jheuing@sidneyoh.com	Picking up trash. Clearing brush. Tree/trail mulching. Painting. Misc. landscaping work. 7-3:30pm (1 hour minimum service, 8 hours maximum)