

Learning through Service:



A Guide to Immersion Trips and Extended Service Projects for Youth

Mission Office
Office of Youth and Young Adult Ministry
Office of Evangelization and Catechesis

Archdiocese of Cincinnati
Updated

2005
2009

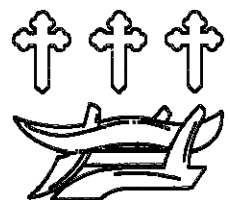


TABLE OF CONTENTS

I. INTRODUCTION.....	2
II. THE CATHOLIC CALL TO GLOBAL SOLIDARITY: FOUNDATION FOR EXTENDED SERVICE AND IMMERSION TRIPS FOR YOUTH	3
III. PLANNING YOUTH IMMERSION TRIPS	5
IV. LEGAL & LIABILITY CONCERNS	8
V. RESOURCE LIST FOR IMMERSION TRIPS/SERVICE PROJECTS.....	12
APPENDIX A	14
SAMPLE STUDENT INTERVIEW FORM	14
APPENDIX B	15
SAMPLE IMMERSION TRIP CODE OF BEHAVIOR	15
APPENDIX C	17
SUGGESTED QUESTIONS TO FACILITATE DIALOGUE BETWEEN VISITORS AND HOSTS	17
APPENDIX D	18
ARCHDIOCESAN POLICY: GUIDELINES FOR YOUTH ACTIVITIES	18

I. Introduction

This resource is a collaborative effort by the Archdiocese of Cincinnati Offices of Mission, Evangelization and Catechesis, and Youth and Young Adult Ministry. It was developed for parish youth ministers, campus ministers or Catholic secondary school service coordinators within the Archdiocese of Cincinnati in order to provide:

- Guiding principles for planning service and immersion experiences;
- Important legal and liability considerations;
- A list of solid written resources for leaders interested in becoming more broadly knowledgeable about immersion trips; and
- Practical suggestions for preparing and leading such experiences.

This resource is a response to the growing number of parishes and high schools organizing immersion trips, and was developed to help ensure both their quality and that they would reflect Catholic Social Teaching. With the exception of the Archdiocesan policy guidelines on youth activities (Appendix D) and the applicable state laws and Archdiocesan policies pertaining to schools, the contents of this resource do not have the weight of policy. Rather, this resource provides guidance for planners and leaders of mission trips and extended service experiences. We hope you will find this guide useful and we welcome any comments or questions. Please direct these to: mission@catholiccincinnati.org or call 513-421-3131, ext. 202.

At all times, the Decree on Child Protection of the Archdiocese of Cincinnati must be followed. For questions about the provisions of the Decree on Child Protection, please call the Chancellor's Office at 513-421-3131, ext. 401.

II. The Catholic Call to Global Solidarity: Foundation for Extended Service and Immersion Trips for Youth

“What does the Lord require of you, but to do justice, and to love kindness, and to walk humbly with your God.” Micah 6:8

For too long, many Christians in wealthy and powerful nations have seen mission and service as a means of telling others how to believe and live like them. For too long, it has been about sharing our surplus, and giving has been seen as a one-way street. For too long, we have failed to see that so-called “poor” and oppressed persons might have gifts, talents and insights to share with us.

Thanks to the inspiration of the Holy Spirit during the work of the Second Vatican Council, today many Catholic and other Christian leaders better understand how Jesus humbly became one of us. He spent thirty years learning his culture and Jewish faith, and then spent most of his ministry in dialogue with despised, forgotten, and crushed people. Following His example, we no longer talk about sending missionaries “over there” to save the “heathens” from themselves. Today, instead, we see mission and service in terms of solidarity, partnership, accompaniment, interdependence, mutual sharing of needs and gifts, accountability and a global community.

Our way of serving and missioning has changed dramatically over the past forty years. We have made a greater effort to dialogue with and to listen to our sisters and brothers from around the world. Turning from our past, we seek to build a mutually beneficial relationship of love, respect, justice and solidarity.

What does the Catholic social justice principle of “solidarity” mean? The US Catholic Bishops explain:

“Solidarity is action on behalf of the one human family, calling us to help overcome the divisions in our world. Solidarity binds the rich to the poor. It makes the free zealous for the cause of the oppressed. It drives the comfortable and secure to take risks for the victims of tyranny and war. It calls those who are strong to care for those who are weak and vulnerable across the spectrum of human life. It opens homes and hearts to those in flight from terror and to migrants whose daily toil supports affluent lifestyles. Peacemaking, as Pope John Paul II has told us, is the work of solidarity.”
(*Called to Global Solidarity: International Challenges for U.S. Parishes*, USCCB, 1997)

Learning through Service

With the principle of solidarity in mind, many Catholic colleges and high schools are now revamping the motivation, goals, policies and practices of their service learning programs. Some are now titled “Learning through Service” programs. While preparing for and providing service in a community, students are also expected to study, reflect, pray and dialogue with those they serve. The students are expected to learn about the political, social, and economic conditions and structures that create and continue poverty and oppression. As followers of Jesus and global citizens, students are challenged to gain knowledge of and to work for social justice. Learning through service promotes cultural sensitivity and a love for others, while creating a desire for social, religious, and civic service and responsibility that will continue throughout their lives. It touches the head, the heart and the soul.

Every “Learning through Service” program needs to have clearly written guiding principles that flow from the vision of solidarity. The following tenets are based on Xavier University’s (Cincinnati) Service Learning Programs:

1. Those being served control the service(s) provided. Students must enter with humility and realize that the needs expressed by the group dictate the service to be provided.
2. Those being served become better able to serve and be served by their own actions. Those being served should be stronger and more independent than before being served.
3. All active participants are learners. Students, faculty and those being served should not develop hierarchies but mutually respect one another as they develop goals and plans jointly.

Why do we want to do this? What is our motivation?

As we pray over, reflect and revise our own “Learning through Service” programs and immersion trips, we should consider the following:

- Do we serve mainly because we want to be liked and appreciated? Because we will look good in the news? Because we want to feel good about ourselves? Because it makes us feel superior or in control?
- Do we serve because we are responding to God’s grace? Because we see a real need in the world and feel responsible to seek justice, peace and reconciliation?
- How will we study and discuss the tenets of Catholic Social Teachings that pertain to our trip’s goals and to the background of the nation and community we plan to serve?
- How do we plan to learn from, appreciate, and participate in another people’s way of life, spirituality, and history? How will we learn from their insights on other forms of political and economic life?
- How will living and serving outside of our culture or country help us better understand our own nation’s foreign and domestic policies? Will this effort increase our solidarity with the poor and the immigrants in our own neighborhoods?
- What social and political responsibilities might we have after our return home? How can I be an advocate for our new friends and speak up for their human rights in the short and long term?
- How will this experience help transform our school/parish, our hearts, our lives and our relationships with God? How might our time with people of another culture or background help us all become more Christ-like?
- How will our immersion experience promote longer term and mutually beneficial relationships institutionally or individually?
- How will these experiences promote development of longer term lay missionaries? (See the website for the Catholic Network of Volunteer Services at www.cnvs.org for additional ideas on developing possible longer term lay mission commitments.)

<p style="text-align: center;"><i>"Our first task in approaching another people, another culture, another religion is to take off our shoes, as the place we are approaching is holy: else we may find ourselves treading on someone's dreams. More serious still, we may forget that God was there before our arrival."</i></p> <p style="text-align: right;">Max Warren, Maryknoll, 1987.</p>

III. Planning Youth Immersion Trips

Leaders need to plan for three distinct phases:

A. Preparation

1. Picking a site
2. Selecting student and adult participants
3. Orientation
4. Public Commissioning

B. Immersion Experience

1. Prayer
2. Experience
3. Debriefing
4. Journals
5. Gift-giving

C. Re-orientation upon Return

1. Public Welcome Ritual
2. Journaling
3. Sharing Stories
4. Break-out programs
5. Reunions and Solidarity Development

Essential Resources:

To Prepare:

1) *People, Places and Partnerships: A Workbook for Your Mission Trip Abroad* by Sally Campbell; available from the Mission Office 513-421-3131, ext. 2632

2) *What About Short-Term Mission: A guide for leaders and participants of short-term mission experiences* by Julie Lupien; From Mission To Mission (www.missionto mission.org)

To Debrief:

1) *Remaining Faithful: How Do I Keep My Experience Alive? A Manual for Reflection, Integration and Prayer after a Short-term Experience in another culture.* From Mission To Mission (www.missionto mission.org)

A. Preparation: To successfully plan an event even as modest as a youth camping trip it's essential to select a worthy site, prepare participants well, and have a solid adult planning team. When visiting people of another culture how much more important it is for us as Catholic "ambassadors" from our Archdiocese to carefully select a site, to be clear about the expectations we have of our participants, and to prepare our groups with the necessary skills and information they will need to have a positive and grace-filled trip – and to be a blessing to those we visit. The better all are prepared, the better experience all will have. Moreover, it's vital to have a solid planning team with individuals from the parish/school who are globally aware. Some suggested characteristics for individuals on a planning team are: can take initiative, be self starters, are team players, are very familiar with the U.S. Bishops' youth ministry document, "Renewing the Vision" that promotes community building, prayer, catechesis, social justice, etc.

1. Picking a site
 - a. Consider the safety of participants when picking a site.
 - b. Confirm that it is a *bona fide* Christian service location.
 - c. Confirm that there is a person at the site to organize the experience.

- d. Confirm that there are adequate facilities for housing the number of people in the group, preferably all in the same location.
- e. Pay special attention to the shopping/cooking/cleaning arrangements. Having participants take responsibility for this will enhance the learning experience.
- f. Break large numbers into smaller groups that include an adult leader per 3-4 students. On-site, groups rotate through all experiences.
- g. See *What about Short-term Mission*.

2. Selecting student and adult participants

- a. Send to potential youth participants an announcement and application with eligibility criteria.
- b. Send to potential adult participants/chaperones an announcement and application with eligibility criteria. Criteria for these adults would include: Being flexible since work sites and youth's needs constantly change; having good rapport with youth; creativity; ability to adjust to youth's work ethic that often needs the proper type of motivation; knowing how to organize, delegate, and assign work assignments to youth; having basic knowledge of the principles of Catholic Social Teaching; having fulfilled the requirements of the Archdiocesan Decree on Child Protection.
- c. Submit responses from applicants to planning team. Student applications should also include a character reference from a guidance counselor, teacher or campus/youth minister.
- d. Conduct short interviews for students and parents (See Appendix A).
- e. Consider that when selecting adult chaperones, all Archdiocesan and parish requirements for adult volunteers must be followed.

3. Orientation (This can be done either during a retreat or other pre-arranged evening sessions.)

- a. Conduct a retreat weekend for all youth and adult participants. Weekend includes: introduction to daily prayer, journaling exercises, time for sharing, group interaction.
- b. Provide site information and practical information (Archdiocese of Cincinnati Mission Office may be able to help with this).
- c. Provide a code of behavior for participants and parents to sign (See Appendix B).
- d. Parents must complete and sign permission/release/medical information forms.
- e. Instruct chaperones on their role. All chaperones must complete the Archdiocese of Cincinnati Decree on Child Protection Training and be fingerprinted in accord with the Decree on Child Protection.
- f. Provide education on the social justice teachings of the Catholic Church
- g. Arrange for cultural orientation/sensitivity training, provided (when possible) by a member of the community visited or someone familiar with the area/culture. This should include basic background information about the culture, and the political and economic situation of the nation or location to be visited.

- h. Provide students with information on the legal consequences of their actions if visiting an overseas site. When in a foreign country, participants are subject to the laws of that country.
 - i. Arrange for work orientation, provided (when possible) by a member of the community to be visited or someone familiar with the area/culture.
 - j. Discuss health/safety issues with (when possible) a member of the community to be visited or someone familiar with the area/culture.
 - k. Provide community building/mutual supportiveness exercises, especially dealing with fears and expectations.
 - When people travel to places where their normal “safety net” is unavailable (e.g., immediate access to quality health care, immediate contact via phones, contact with family, access to bank accounts, etc.), they may exhibit anxiety and signs of stress. Spend some time discussing how individuals in the group deal with such feelings when they arise.
 - The experience of feeling out of control can lead some to act controlling, and others to withdraw. By discussing these in advance, people can become aware of one another's reactions and needs, and the leader can more readily address these as they arise.
 - l. Provide suggested approaches to interpersonal and group conflict management.
4. Public Commissioning Ceremony
- a. Provides an opportunity in ritual and prayer for the sending community to support the participants and further discover how God’s presence is already at work in the community to be visited.

B. Immersion Experience: To “mine all the gold” God is providing your group during the trip, many experienced group leaders highly recommend the following daily pattern of activities. Without reflection, the trip just becomes another rushed event participants will soon forget. Think of the immersion experience more as a retreat and pilgrimage where the Spirit is trying to break into participants’ lives.

- 1. Prayer: regular, daily, prayer experience involving the group as a whole as well as members of local community. (Contact the Mission Office for sample booklet.)
- 2. Experience: daily interaction with the target group, including reflection, discussion and interaction with members of local community (See Appendix C).
- 3. Debriefing: daily gathering to share the day’s events with entire group
- 4. Journals: participants should be encouraged to spend time daily writing about the experiences of the day/trip. (See page 37 of the *People, Places and Partnerships* workbook.)
- 5. Gift-giving – check with your local host for advice on giving gifts/money to find out if it is appropriate, desired, needed, etc. (See page 39 of *People, Places and Partnerships*.)

C. Re-Orientation upon Return: Re-entry into the home environment is often challenging and may even be traumatic. Re-orientation, which can be done on retreat or a pre-arranged evenings, is necessary to allow participants time to assess what they have experienced. Be sure to provide time for participants to reflect on how the trip may be transforming their current lifestyles, their views of other cultures and what

God might be calling them to do in the future. This step ensures that they will “mine all the gold” the Spirit has provided them during their trip!

1. Public welcoming home ritual: provides an opportunity for the participants to be welcomed back into the sending community.
2. Journaling: participants ask questions such as:
 - a. What have I further discovered about myself, about people of another culture, about my relationship with God?
 - b. What responsibilities do I and my parish/school have now and in the future?
 - c. How will I live my life differently in light of what I have seen/learned?
 - d. How are my career choices being further developed?
 - e. What action will I take on behalf of those whom I visited?
 - f. See *Remaining Faithful* and pages 16, 33 & 34 in *People, Places and Partnerships*.
3. Sharing stories:
 - a. Write about the experience
 - b. One-on-one debriefing with a counselor or campus/youth minister as needed
 - c. A public forum, whether in class, as part of a public assembly or to a faculty/parish gathering can be a very important key to helping the student re-integrate into the school/parish.
 - d. Media: Perhaps arrange for newspaper, TV or radio interviews. Prepare for the interviews by choosing two or three key points and keeping it simple. Write down names and places with correct spellings and pronunciations. Brief, personal stories of encounters with individuals are typically well-received.
4. Break-out programs: Encourage students to take leadership in other service areas at the school/parish; or to create a new service group in an under-served area; or to improve current programs incorporating the values and principles of Catholic Social Teaching.
5. Reunions: Organize gatherings for the program participants at intervals after their return which can promote additional service, lay missionary vocations and political/economic advocacy.

IV. Legal & Liability Concerns

When embarking upon a mission trip or immersion experience with youth there are a number of issues of which to be aware from the perspectives of legal and liability concerns, as follows:

Permission, Release and Medical Power of Attorney: The Archdiocese of Cincinnati requires that each person attending under the age of 18 complete an approved permission/release/medical form. A sample form is available at www.catholiccincinnati.org/youthmin/releaseforms/releasepolicy.htm. In addition, you will want to require all adults to complete the medical release portion. (See Appendix D)

Decree on Child Protection: It is the policy of the Archdiocese of Cincinnati that all adults who would be a part of a mission trip or immersion experience must attend the Decree on Child Protection Training and be fingerprinted in accordance with the norms of the Decree on Child Protection prior to participating. Fingerprinting locations and times can be found at

www.catholiccincinnati.org/admin/fingerprint_sites.htm. Every parish should have a person designated to provide the Decree on Child Protection training.

Safety of Location: Immersion experiences and mission trips frequently place our young people in environments that may be perceived as, or actually be, less safe and secure than those to which they are accustomed. It is important to plan for the safety and security of the participants both from a liability standpoint as well as to be able to ease the fears that many parents have regarding sending their child to these destinations. Things to consider are: Can I safely take the group outside at night? Is the facility secure? Do I need to hire security on site? What is the proximity to medical services? What medical services will be available?

International Trips: There are many programs that take groups outside of the country. In these instances there are other concerns that must be addressed. Questions that you need to ask are: Are there any U.S. State Department warnings or concerns in the country to which I will be going? Please see http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. Is there a leader or missionary on site who knows the terrain and language in this country? Is there a missionary returned from this country who can provide information? What are the State Department recommendations regarding safety, diseases, inoculations (go to www.cdc.gov/travel)? (Please see the Health Issues section below.) Every parent should be provided with information from the CDC and State Department about international destinations.

Safety of Sites: It is not unusual that immersion experiences and mission trips involve some element of repair or construction. At all times it is important to be aware of your surroundings and be attentive to safety. Things to consider regarding your work site are these: Is the site clear of hazards? Are there people who are knowledgeable about the tools and methods available to provide direction?

Insurance: The Archdiocese of Cincinnati maintains a Self-Insurance Program that provides liability coverage for the Archbishop and his agents. This liability coverage applies to all activities of the Archbishop and his agents while they are engaged in activities that support the ministry of the Archdiocese of Cincinnati. This liability coverage does not extend to anyone else. The members of a group participating in immersion experiences are not covered by the Archdiocese of Cincinnati for any liability that accrues to them because of their behavior, accidental or deliberate. There is no insurance on the life and/or health of anyone on an immersion trip. For more information, contact the Archdiocesan Office of Financial Services at (513) 421-3131.

Negligence: The critical issue in determining liability in the legal system is the concept of negligence. Negligence is the “failure to exercise the care toward others which a reasonable or prudent person would do in the circumstances or taking action which such a reasonable person would not” (Law.com Dictionary). In the simplest terms, one must ask oneself, “Have I used common sense and prudence in my actions?” Examples of potential negligence would be: allowing youth to get in harm’s way in certain kinds of construction (roofing, or using *heavy duty* power tools with no training, eye protection, etc.); not providing for proper hydration thus resulting in heat exhaustion; not insisting on getting proper rest and sleep, lack of proper supervision; not providing pre-trip guidance on gender specific customs appropriate in the location you will visit. Care and discretion should be used in deciding what is appropriate.

Drivers: The use of commercial carriers both within and outside the continental United States can save drivers from being exposed to extraordinary personal liability. However, if a group member provides transportation for other members of the group, that person must be 21 years of age, have a valid driver’s license and insurance coverage. Trip leaders must obtain a copy of the driver’s license and proof of insurance from each driver. Drivers must carry full coverage on their vehicles. If an accident occurs, the driver’s insurance, not the Archdiocese, covers the loss. It is recommended that drivers transporting youth

for the Church maintain liability coverage in the amount of one million dollars. This coverage could simply be added for the duration of the immersion experience or mission trip.

The Archdiocesan Self-Insurance program does not cover any accidental damage to a vehicle being used for an immersion trip. If during a trip an accident occurs that causes injury to the driver or other members of the group, the liability insurance on the owner/driver's automobile is primary (pays the first dollar.)

Health Issues: Whether you're visiting a low-income location in the U.S. or overseas, please check with your health care provider or local travel clinic prior to travel if you have specific questions or concerns. For additional travel information specific to your destination, please check the web-site of the U.S. Public Health Service Centers for Disease Control and Prevention prior to your trip at www.cdc.gov. Also, it is advisable to check with health insurance carriers to determine if you and participants are covered when out of the USA.

Following is a list of pertinent medical, health, legal and liability issues, questions and concerns:

- **Medical:**
 - What is the proximity to medical services?
 - Are there participants with significant health issues that become more critical the farther they are from home or the more remote their location?
 - How can I provide for the special medical and dietary needs of participants?
 - Have your participants informed their personal physicians about this trip and asked for advice?
 - Is it possible to recruit a nurse, doctor or other medical personnel to go with you?
- **Accidents:** Accidents are the biggest health risk when traveling internationally. Avoid known areas of risk and unsafe vehicles. Unsafe terrain or unfamiliar urban traffic patterns can lead to injury.
- **Sunburn:** Sunburn is more likely at high altitudes! Use a minimum 30 SPF product for protection. Wear a hat when outside. Remember your sunglasses.
- **Infectious diseases:** Prevention is key to avoiding infectious diseases and illness during travel or on return home. Carefully review and heed all health recommendations!
 - **Contaminated food and drink (including water) are the most frequent cause of infectious illness when traveling.** Select foods with care, avoiding raw foods that cannot be peeled and undercooked meat and fish. Boiled or bottled water is safest. Do not brush your teeth with tap water! Beverages such as coffee or tea made with boiled water are generally considered safe. Bottled or canned beverages are safe—be sure to clean the outside of the container if it is wet! Avoid beverages with ice cubes made of local water.
 - **Insect-borne diseases are common in many countries.** Wear protective clothing and use insect repellent. **Mosquitoes carry many diseases! If you are going to malaria endemic areas (check on the CDC website), malaria prophylaxis is recommended, and may be required.** For other insect-borne diseases of which to be aware, please see www.cdc.gov/travel/diseases
 - **Get the necessary vaccines.** Please check with your health care provider or the website below for the basic set of travel vaccines that all U.S. travelers should have when

traveling outside of the USA or Canada: www.cdc.gov/travel/vaccinat.htm In addition, for a country/region specific list, go to www.cdc.gov/travel/destinat.htm

- **Recommended health kit for mission travelers:** (fits in a small zip-top plastic bag)
 - 12 anti-diarrhea tablets – like Imodium. Some travel health professionals recommend taking several tablets of the prescription antibiotic Ciprofloxin for severe intestinal illnesses. Ask your doctor.
 - 12 adhesive bandages; anti-bacterial cream or wipes for cuts, blisters, etc.
 - Small bottle of alcohol hand gel cleaner
 - 12 tablets of your preferred pain and fever reducer: like Motrin, Tylenol, Advil, etc.
 - 6 Benedryl or other antihistamine tablets
 - Pepto-Bismol tablets
 - Small vial of simple eye-drops like Visine
 - Other items you may want to have: ace bandage, cold tablets, cough drops, etc.
- **Bring all prescription medications you regularly take!** These should be labeled and in the original pharmacy bottles. Do not forget other health items you regularly use, such as contact-lens solutions, allergy meds, etc.

V. Resource List for Immersion Trips/Service Projects

Program Providers

1. Young Neighbors in Action (www.youngneighbors.org): This is a week-long Catholic service learning program for teams of older adolescents and adults, sponsored by the Center for Ministry Development.
2. T.A.C.K.L.E. (Teens Advocating Change through Knowledge, Leadership, and Experience): This is a summer inner-city immersion experience sponsored by the Archdiocese of Cincinnati Office of Youth and Young Adult Ministry (www.catholiccincinnati.org/youthmin) and Social Action Office.
3. Other: Contact your regional Office of Youth and Young Adult Ministry, Social Action Office, or the Mission Office for other suggestions or to check the authenticity of the group you are considering.

Books

Bright, Thomas; Lansing, Sean; Povlin, Mike; and Weber, Joan. *Ministry Resources for Justice and Service*. St. Mary's Press, 2004.

Cavanaugh, Ellen P. *Living the Works of Mercy: Daring Teens to Change the World*. St. Mary's Press, 2003.

Cimino, Carol; Haney, Regina; and O'Keefe, Joseph, eds. *Integrating the Social Teaching of the Church into Catholic Schools (Conversations in Excellence)*. NCEA, 2001.

Connell, SJ, Martin and Connors, Christiane, eds. *Whatever You Do: Helping Students Think Deeply about Service Experiences*, National Catholic Educational Association, 2009

Daley, Mike and Kemper, Matt. *Preparing for Your Mission Trip Journey*. Glenmary Fathers and Brothers, 2009 (www.glenmary.org)

DanESCO, Lenore. *All You Need to Know about Planning a Youth Service Week*. Twenty-Third Publications, 2001.

Fourre, Constance. *Journey to Justice: Transforming Hearts and Schools with Catholic Social Teaching*. NCEA, 2003.

Grant, Joseph. *Justice and Service Ideas*. St. Mary's Press, 2000.

Krietemeyer, Ronald. *Leaven for the Modern World: Catholic Social Teaching and Catholic Education*. NCEA, 2000.

Moore, Joseph. *Learning to Serve, Serving to Learn: A Christian Service Program for Students*. Ave Maria Press, 1994. (no longer in print)

National Federation for Catholic Youth Ministry. *Living Justice, Proclaiming Peace: 2004 Youth Ministry Resource Manual*. National Federation for Catholic Youth Ministry, 2004.

O'Connell, Frances Hunt. *Giving and Growing: A Student's Guide for Service Projects*. St. Mary's Press, 1990.

Pichler, Tony and Broslavick, Chris. *Service Projects for Teens: Twenty Plans That Work*. Pflaum Publishing Group, 2001. Available from Acta Publications www.actapublications.org

Reidy, Pamela J. *To Build a Civilization of Love: Catholic Education and Service Learning*. NCEA, 2001.

United States Conference of Catholic Bishops. *Sharing Catholic Social Teaching: Challenges and Directions*. United States Conference of Catholic Bishops, 1998.

Welte, Gerald. *Called by Name: An Invitation to Serve*. Harcourt Religion Publishers, 2003.

Web Sites

1. Catholic Relief Services - www.crs.org (Sign up for their monthly e-newsletter "Going Global with Youth.")
2. Catholic Social Action Office - www.catholiccincinnati.org/socialaction
3. The Center of Concern - www.coc.org (Subscribe to their "Education for Justice" web site.)
4. Claretian Publications - www.claretianpubs.org (They sponsor "Salt of the Earth," an on-line resource for social justice.)
5. Institute for Peace and Justice - www.ijp-ppj.org
6. United States Conference of Catholic Bishops Department of Justice, Peace and Human Development - www.usccb.org/sdwp

Appendix A

Sample Student Interview Form

(Modify as needed.)

Name _____

Address _____

Phone _____

E-mail _____

Parent or Legal Guardian Name(s) _____

Suggested Evaluation Questions: (feel free to add your own)

1. What is your purpose for going on this immersion trip? Whose needs are you meeting?
2. What are your hopes and expectations?
3. What fears and hopes do you and your parents have about participating in this immersion trip?
4. How do you deal with separation from friends and family?
5. What might it mean to offer a hand, not a handout to people?
6. What do you believe you can learn from those you will visit?

Appendix B

Sample Immersion Trip Code of Behavior (Modify as needed.)

Your actions represent all Catholic young people. Respect for everyone you meet or come in contact with is expected by us, the Archdiocese of Cincinnati, your family, your school and your parish. We expect that you will display the maturity, responsibility, leadership and character which led us to select you to be a part of this experience. After you have read this Code of Behavior, please sign the form which follows and return it to the leader of the trip.

1. Credentials (I.D.'s, passports, money, etc.) must be turned in for safekeeping in a secure place that will be arranged by the coordinators and chaperones at the immersion site. Anything of irreplaceable value should not be taken on the trip (jewelry, cameras, etc.). You will be held responsible for your own personal possessions.
2. You are required to wear shirts and shoes and appropriate clothing at all times. (No halter tops or revealing clothing.) Blue jeans and shorts of appropriate length are acceptable attire. Dresses/skirts for women and dress pants for men may be required in certain situations.
3. Sleeping quarters will be assigned and cannot be changed. There will be random bed checks – in bedrooms by 11:00 p.m. and lights out at 12:00. After 'lights out' – no socializing. Noise levels must be kept to a minimum in the sleeping areas. NO visiting is allowed in the sleeping areas and bath/shower areas occupied by members of the opposite sex.
4. We will meet each morning and evening as a group for prayer. Night prayer will also be accompanied by time for reflection on the day's activities.
5. No cigarettes, alcoholic beverages or illegal drugs will be tolerated at any point of the trip.
6. A schedule will be arranged for each day of the trip. Allowances will be made for changes in the schedule depending on conditions or situations that may arise. All participants are required to participate in the events scheduled for their assigned group.
7. Strict adherence to the time schedule is mandated due to the travel time and schedules maintained by our host missionaries.
8. You are required to respect and adhere to the decisions of the chaperones at all times. If you have any questions about decisions that are made, please direct them to the trip leaders for consideration, but be prepared to accept whatever final decision is rendered without further discussion.
9. Trip leaders will call the parish/school contact person after arrival at the immersion site. That person will call all the families to let the parents know of your safe arrival. No other phone calls will be allowed, except for emergency situations.
10. Exercise caution when in public, crossing streets and using public transportation. Use designated walking areas when possible and be mindful of fast-moving, heavy traffic. Travel in pairs or groups and NEVER go out of designated safe areas.
11. NEVER leave your assigned group and go off alone, even with someone who appears to be friendly or in need of help. Stay with your group. This is an important obligation.

- 12. Do not provide personal information to anyone outside the group.
- 13. For the safety and well-being of the whole group, anything that you may see that conflicts with this Code of Behavior should be brought to the attention of the trip leaders.

We respectfully ask for your cooperation and trust that you will have no trouble adhering to this Code of Behavior.

Important: The breach of any of the points in this Code of Behavior may result in the early return of the individual involved at the expense of his or her family.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

I have read very carefully the Code of Behavior which must be followed on the Immersion Trip.

I agree to follow this Code.

My parents have read the Code of Behavior and are aware of the rule which states that if I violate any of the Code, they will be responsible for any expenses incurred if I am required to return home early.

Student Name: _____

Student Signature: _____

Parent or Legal Guardian Name: _____

Parent or Legal Guardian Signature: _____

Date: _____

Please Return to:

Appendix C

Suggested questions to facilitate dialogue between visitors and hosts

It is very helpful to have intentional conversations with those you will meet during your service project or immersion experience, but sometimes it's hard to know what to talk about. These are questions meant to help you know what to say so as to deepen your understanding of the lives of those you will meet. You will, of course, want to put them in your own words, and you won't likely use them all. Choose those you feel comfortable with:

- What do you love most about your community?
- How would you describe your community's geographic area?
- What is the happiest thing that has happened in your community in the last year?
- What is the saddest thing that has happened in your community in the last year?
- What is something that makes you feel proud of your community?
- Would you rather live in the city or the country? What is your experience of each?
- How do you feel when your ideas are not respected?
- Please describe your faith. What do you believe in? How do you express your faith?
- What kinds of games or sports do you play in your community? Do you like to play sports?
- Please tell me about a fiesta or community celebration that you remember.
- Please tell me about a time when someone helped you. Do neighbors often help each other out in your community? In what circumstances?
- What are some of your talents? What are the talents of your other family members?
- What is your favorite holiday? How do you celebrate it? Why do you like this one the most?
- What are some of the illnesses that you have in your community? What kind of care and attention do you receive when you're sick?
- Please tell me about someone that you respect and why you respect him or her.
- Please tell me about your family.
- Please tell me about someone you love.

Appendix D

Archdiocesan Policy: Guidelines for Youth Activities

Following is a policy of the Archdiocese of Cincinnati for the development and utilization of permission and release forms. A copy of this may be found at:
www.catholiccincinnati.org/youthmin/releaseforms/releasepolicy.htm

Archdiocesan Policy: Guidelines for Youth Activities

Parental rights, good administration and youth protection dictate that the appropriate sharing of information and granting of permission be involved when youth participate in school/parish-based activities.

The Archdiocese of Cincinnati has developed a sample form to satisfy these needs (available on request). While this particular form is not mandated for use in the schools and parishes of the Archdiocese, it is recommended.

Whether the particular recommended form is used or not, the following written documentation is required in some form, whether a child is registering for an ongoing program or for a single activity.

1. Name of student
2. Name of parish/school
3. Name of adult in charge
4. Date of activity or regular time for program
5. Location of activity
6. Telephone number where youth can be reached in an emergency
7. Starting time or date, ending time or date
8. General description of program or activities which are involved
9. Method of transportation (if any)
10. Cost (if any)

In addition to providing this information to the parents, the form must provide a place for the parent to give permission for the child to participate in the program or activity and to receive emergency medical care (including pertinent medical information), if the activity will take the youth some distance from home. In addition there must be a release of the Archdiocese, parish and school from liability in the event of accident or injury to the youth. A parent or legal guardian must provide for the above by written signature and date and also supply a telephone number where the parent can be reached in case of an emergency involving the child. Participants are responsible for their own actions.

The permission forms are to be maintained throughout the duration of the activity. They are to be carried by a designated adult on trips off church/school premises.

(Policy established June, 1996)