

Saint Joseph Catholic Parish School

Parent / Guardian Volunteer Program Guidelines

Saint Joseph Catholic Parish School's FASA (Family and School Association) is a great way for families to get involved in the school and meet other members of our school community. The FASA objectives are:

- To advance the educational and spiritual welfare of Saint Joseph students through a coordinated effort of Parents and Teachers
- To provide a means of communication and community among the Parents and Teachers of our children
- To promote the image of the school in the community
- To provide financial assistance for special programs and instructional materials for the school
- To provide social opportunities for families to meet

Volunteering

The viability of Saint Joseph Catholic Parish School depends on family involvement. By volunteering, families help build community while providing valuable services to our school. Families are encouraged to be as involved in Saint Joseph Catholic Parish School as possible. The talents and services of volunteers are vital to the strength of our school, benefit our students, as well as the school and parish communities and enable us to maintain reasonable tuition rates.

Because volunteer hours are so important to our school, the Saint Joseph Catholic Parish School Advisory Council and Family and School Association (FASA) have designed a Parent/Guardian Volunteer Program that will require parents and guardians to contribute their time (determined by a set number of service hours) each year.

With a school of our size, we need every family to volunteer their time and talents. The Parent / Guardian Volunteer Program ensures adequate staffing of School and FASA sponsored events and other programs that our school depends upon for continued success. It also helps create and perpetuate a family atmosphere that makes Saint Joseph so very special – and Happy, Holy and Helpful.

All school families are required to perform 20 hours of service each school year. Any parent, legal guardian or grandparent may volunteer in fulfillment of this obligation. A list of available volunteer opportunities is included in the **Accepted Volunteer Opportunities** section of this document.

Family Commitment

Each family is required to contribute twenty (20) volunteer hours to Saint Joseph Catholic Parish School each school year. Each family is responsible for reporting their volunteer hours in a timely fashion using the Volunteer Hours Report Form. This form is available in the school office and on the school website. We recognize that families often contribute far more than the required 20 hours. Families are encouraged to report ALL service hours. We use this information during our school accreditation process. Families may opt out for a fee (see below). Your time commitment and/or financial commitment help us close the gap in our tuition cost and the actual cost to educate each student.

Involvement

Because the major goal of our volunteer program is to build community, we sincerely hope that being involved will help accomplish this mission. Please note that many of the required hours can be easily obtained by attending meetings and helping at school events. Many hours of your time already go into making SJS great; this is a way to acknowledge all that you do.

Fees, Deadlines and Opt-Out Option

Volunteers are the key to making all of our programs possible. We encourage all families to get involved in school programs and help your children learn the importance of volunteering in a community. However, we understand that it can be challenging to find a convenient time to volunteer. You may choose to OPT OUT of volunteer hours by:

- Submitting a signed, written statement to the principal (via email or handwritten) stating that you choose to OPT OUT of volunteer hours and pay the \$500.00 opt out fee.

If you choose to opt out of volunteer hours, a \$500.00 fee will be charged to your FACTS account in the month of September.

If you decide to volunteer later in the year, we would love to have you do so, but we will not be able to administer refunds.

Please submit all volunteer hours to the school office, using the proper Volunteer Hours Reporting Form upon completion of your volunteer event. Forms must be signed and verified by event coordinator or school administration. Each family will be assessed a \$25.00 per hour fee for each non-completed service hour.

**Hours to be earned after school ends need to be submitted for pre-approval no later than May 1st*

***Any non-completed service hours will be billed in June.*

We recognize that Saint Joseph Catholic Parish School could not be successful without the wonderful support of our volunteers, and that many families contribute well over the requested 20 service hours. We are extremely grateful for all of the contributions of our school families.

Reporting Hours

It is each family's responsibility to report volunteer hours on the proper Volunteer Hours Reporting Form. The form is available in the school office and on the school website. The Event Chairperson or the School Administration should validate and sign off on all Volunteer Hours Reporting Forms. Occasionally, a group sign-up (such as Sign-Up Genius or another online program) will be used to verify participation in lieu of the Volunteer Hours Reporting Form. The event chairperson will let volunteers know if they do not have to submit a Volunteer Hours Reporting Form. Once validated, the School Administration will enter all approved hours into FACTS. You can track your family volunteer hours in FACTS by logging into your account (directions on website).

Please turn all completed forms into the school office regularly to ensure proper tracking. The school will keep hours submitted via online sign-up or Volunteer Hour Reporting Forms for one year. A final report of all hours will be kept digitally indefinitely. We recommend that you keep copies of your submitted service hours forms for your own records.

Please contact the School Administration for any questions or concerns regarding volunteer hours or for how to report or track them.

Safe Environment

All school volunteers who have unsupervised contact with minors are required to complete the VIRTUS Protecting God's Children training program. A calendar with dates for training is here:
<https://archatl.com/ministries-services/safe-environment/virtus-protecting-gods-children>.

Volunteering on School Campus

A family member volunteering on the school campus is required to stop by the school office to sign in on the Daily Volunteer Roster situated on the office counter. A volunteer must also wear a *volunteer badge*. The school uses the volunteer roster to know who is on the campus at all times in case there is an emergency. After you have completed your volunteer service for the day, please return to the office to sign-out on the volunteer roster. Signing the school office's volunteer roster does not count as a record of service hours performed; families are required to report all volunteer service hours on proper Parent Volunteer Service Hours Report Form.

Accepted Volunteer Opportunities

Saint Joseph Catholic Parish School has many opportunities for families to fulfill volunteer commitments. The list provided below is comprehensive, but options are not limited to this list. Please contact the School Administration if you have ideas on how you can help. The school will make the final decision on acceptance of volunteer ideas and hours.

Volunteer opportunities are not limited to those on this pre-defined list. If you have a special talent to share or other ideas on how you can help our school, please speak with the Principal.

Home and School Fundraisers / Community Building Events including, but not limited to:

- Fall Festival
- SJS Jog
- Pig Out / Auction
- Baked Goods
- Muffins for Moms - May need VIRTUS
- Donuts for Dads - May need VIRTUS
- Teacher Appreciation
- Catholic Schools' Week - May need VIRTUS
- Grandparents' / Special Friends' Day
- Room Representative - NEED VIRTUS
- Uniform Swap (coordinating, hosting, maintaining uniforms) - May need VIRTUS
- Box Tops for Education

School / Principal / Teacher requested assistance including, but not limited to:

- Assistance with Open House
- Field Day
- Book Fair
- School Ambassador
- Host Family

- Donation of items for events (items requested by school and hours awarded will be determined by the administration)
- Assistance with school-sponsored charitable projects
- Assistance with Middle School activities, projects, and dances
- Assistance with school fundraising / service projects (some initiatives are hosted by the school and apart from the Home and School Association fundraisers / projects)
- General school assistance
- Morning drop off duty - NEED VIRTUS
- Dismissal duty - NEED VIRTUS, if taking the place of teachers
- Recess duty - NEED VIRTUS, if taking the place of teachers
- Lunch duty - NEED VIRTUS, if taking the place of teachers
- Making copies for staff during the school day
- Wednesday folder 'stuffers' (school information papers, NOT grades/tests/personal information)
- Closet organizing / cleaning
- Working in the school garden (*can be done on the weekend or in the evenings*)
- Posting and sharing flyers for fundraisers and for marketing purposes (*can be done on the weekend or in the evenings*)
- School representatives after Mass (*weekend opportunity*)
- General Art Helper - Art Fair / Art Class
- General Library Helper - Cataloging / Organizing Books and other Media
- Field Trip assistance - May need VIRTUS
- Tutoring students after school (at school) - NEED VIRTUS
- Presenting to a class in your area of expertise
 - Building or grounds maintenance / cleaning (*can be done on the weekend or in the evenings*)

Athletic Department / Booster Club requested assistance including, but not limited to:

- Working the concession stand
- Working the score board
- Keeping the score book
- Working the front door / ticket / entry fee table
- Setting up for athletic event
- Cleaning up after athletic event
- Line judge (*volleyball*)
- Team Mom/Dad Coordinator

Some efforts will satisfy the entire 20-hour requirement. These are:

- School Advisory Council member
- FASA Executive Board member
- Coach / Assistant Coach for an SJS sponsored sports team – NEED VIRTUS
- Booster Club Chairperson - NEED VIRTUS
- Major Fundraising Chairperson/Co-Chairperson - NEED VIRTUS
 - Fall Festival
 - SJS Jog
 - Gala / Auction
- Faculty / Staff with student(s) attending the school - all faculty and staff have VIRTUS training 4

Some efforts will satisfy 10-hours of the requirement. These are:

- Room Representative - NEED VIRTUS
- SJS Sponsored Sports Team Mom/Dad
- Event Chairperson/Co-Chairperson
 - Catholic Schools' Week - May need VIRTUS
 - Grandparents' / Special Friends' Day
 - Teacher Appreciation Committee
 - Uniform Swap - May need VIRTUS
 - Field Day

Some efforts will satisfy 5-hours of the requirement. These are:

- Chairperson for Muffins for Moms - May need VIRTUS
- Chairperson for Donuts for Dads - May need VIRTUS
- Chairperson for Box Tops for Education
- Chairperson for Baked Goods

Some School Meetings will satisfy 1-hour of the requirement. These are:

- Back to School Night/Open House
- First Quarter Parent Teacher Conferences
- Any scheduled State of the School Meeting(s)
- Family and School Association Meetings (*typically 3 meetings per school year*)

Since family involvement is so critical to the well-being of our school, we ask at least one parent/guardian attend these above-referenced events. To show how much the administration values your presence and your voice, you will earn volunteer credit just for attending. You may submit one (1) hour of service for each of these meetings, if at least one parent/guardian attends. Please note that, even if both parents/guardians attend, only one (1) hour of service is accepted.

While worthwhile and appreciated, the following do not earn credit for the Parent/Guardian Service Hours Program:

- **Student** service hours
- Booster Club *membership*
- Attendance at School hosted meetings or activities, Athletic events or Band events (*unless specifically listed in the sections above*)
 - Please prayerfully consider the difference between *showing up* and *actively volunteering*
- Service hours donated to other schools, your church or parish, or other charitable organizations
 - Donations to The Fund for Saint Joseph, event sponsorships or other monetary donations

Thank you very much for the generous donation of your time and talents. You are an integral part of the Saint Joseph Catholic Parish School Family and help keep us on the path to being Happy, Holy and Helpful.