

St. Joseph Catholic Parish School

Parent / Guardian Service Hours Program Guidelines

St. Joseph Catholic Parish School HSA (Home and School Association) is a great way for parents to get involved in the school and meet other parents. The HSA objectives are:

- To advance the educational and spiritual welfare of St. 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 St. Joseph Catholic Parish School depends on parent involvement. By volunteering, parents help build community while providing valuable services to our school. Parents are encouraged to be as involved in St. Joseph Catholic Parish School as possible. The talents and services of parent 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 service hours are so important to our school, the St. Joseph Catholic Parish School Advisory Council and Home and School Association (HSA) have designed a Parent/Guardian Service Hours 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 Service Hours Program ensures adequate staffing of School and HSA sponsored events and other programs that our school depends upon for continued success. It also helps create, and perpetuate, a family atmosphere that makes St. Joseph so very special – and Happy, Holy and Helpful.

All school families are required to perform 20 hours of service for the 2018-19 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) parent service hours to St. Joseph Catholic Parish School during the 2018-19 school year. Each family is responsible for reporting their service hours in a timely fashion using the Parent Volunteer Service Hours Report Form. This form is available in the school office and on the school website. We recognize that parents often contribute far more than the required 20 hours. Parents 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 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 parents 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:

- Checking the "OPT OUT" box on your 2018-19 Willingness to Serve Form or
- Submitting a 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 service hours to the school office, using the proper Parent Volunteer Service Hours Report 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 St. Joseph Catholic Parish School could not be successful without the wonderful support of our Parent 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 service hours on the proper Parent Volunteer Service Hours Report 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 parent Volunteer Service Hours Report Forms. Once validated, the School Administration will enter all approved hours in to RenWeb. You can track your family volunteer hours in RenWeb by logging into your account.

Please turn all completed forms in to the school office regularly to ensure proper tracking. We recommend that you keep copies of your submitted service hours forms for your own records.

Again, it is each family's responsibility to report service hours using the proper Parent Volunteer Service Hours Report Form in a timely manner. 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 parent 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; parents are required to report all volunteer service hours on proper Parent Volunteer Service Hours Report Form.

Accepted Volunteer Opportunities

St. Joseph Catholic Parish School has many opportunities for parents 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.

AGAIN, 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
- Gala / Auction
- Baked Goods
- Muffins for Moms
- Donuts for Dads
- Teacher Appreciation
- Catholic School Week
- Grandparents' / Special Friends' Day
- Room Representative
- Uniform Swap (coordinating, hosting, maintaining uniforms) – 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 (i.e. Thanksgiving food drive)
- 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
- Tutoring students after school (at school) – NEED VIRTUS
- Presenting to a class in your area of expertise
- Building or grounds maintenance (*can be done on the weekend or in the evenings*)
- Cleaning the School (*certain tasks can be done on the weekend and most in the evenings*)
 - Vacuuming
 - Bathrooms
 - Mopping
 - Trash
 - Windows
 - Dusting
 - Disinfecting Door handles

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
- HSA Executive Board member
- Coach / Assistant Coach for an SJS sponsored sports team – NEED VIRTUS

- Booster Club Chairperson
- Major Fundraising Chairperson/Co-Chairperson
 - Fall Festival
 - SJS Jog
 - Gala / Auction
- Faculty / Staff with student(s) attending the school

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

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

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

- Chairperson for Muffins for Moms
- Chairperson for Donuts for Dads
- 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)
- Home and School Association Meetings (*typically 3 meetings per school year*)

Since parental 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, parishes, or charitable organizations

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