

St. James Catholic School

Parent Volunteer Service Hours

2018-2019

Parent Volunteer Service Hours Report Form

Thank you for volunteering your time in support of the programs and activities of Saint James Catholic School. Community ties at school are strengthened by parents working together to make St. James School the best that it can be for our students and families. Your volunteer hours also defray some school operating costs helping keep the cost of tuition down.

Parent's Name: _____

Children's Names: _____ Grades: _____

Family Email: _____ Phone: _____

Record of Volunteer Service Hours Performed

Date of Service	Project/Event	Person in Charge (Print Name)	Your Role/Responsibility	Number of Hours Worked
Total Hours Worked:				

Each school family is required to provide at least two parent service hours to the school by December 19th and another two service hours by May 21st, for a total of four parent service hours. It is the parents' responsibility to report their service hours on this form and to submit this form to the school office regularly so it can be recorded and filed. In the spirit of support often parents contribute far more than two service hours. We encourage parents to turn in all their service hours when they have volunteered over the four hour minimum. It is recommended that you keep copies of your submitted service hour form for your own records. A status report on your total service hours reported will be issued by the school in January and April each school year. All service hours must be reported by May 21st. Each family will be assessed a \$25.00 per hour fee for each non-completed service hour, not to exceed \$100.00. Hours to be earned after May 21st need to be submitted for approval no later than May 1st.

- Submit completed form to St. James School Office
 - Report volunteer service hours regularly
 - Keep a copy for your records

Guidance on Volunteering at St. James Catholic School

Volunteering: Parents are encouraged to be as involved in St. James Catholic School as possible. By volunteering, parents help build community while providing valuable services to St. James Catholic School. The talents, services, and generosity which families generate on behalf of St. James School benefit both students and the school community as a whole, as well as keeping the cost of tuition down.

Family Commitment: Each family is required to contribute four parent service hours to St. James Catholic School by May 6th. Each family is responsible for reporting their service hours in a timely fashion using the Parent Volunteer Service Hours Report Form. In the spirit of support, we recognize that parents often contribute far more than the required four hours. Parents are encouraged to report all service hours. This information is collected and used when applying for grants and during our school accreditation process.

Help with Volunteers: The school newsletter will be used for posting volunteer service hour opportunities. A copy of the Parent Volunteer Service Hours Report Form is attached with this document and is available on the school's website and in the school office.

Safe Environment: All school volunteers (such as substitute teachers, classroom volunteers, field trip chaperones, and field trip drivers) who have unsupervised contact with minors are required to be fingerprinted. Information about fingerprinting is available in the school office.

Volunteering on School Grounds: A parent volunteering on the school campus is required to stop by the school office to sign in on the Daily Visitor/Volunteer sign-in sheet in the school office. 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 the proper Parent Volunteer Service Hours Report Form.

Volunteer Opportunities Include (but are not limited to):

- Member of Parent Teacher Organization (PTO)
- Assistance with PTO activities and committees
- Principal or Teacher requested assistance
- School requested assistance
- Building or grounds maintenance
- Coaching Athletics
- Field trips requested assistance (transportation for three or more students)
- Assistance with school-sponsored charitable projects
- Library volunteer
- Cafeteria volunteer
- Assistance with Fine Arts Productions
- Fall Festival volunteer

Although worthwhile and appreciated, the following are not approved for Parent Service Hour Requirements:

- Attendance at school functions
- Attendance at athletic events
- Service hours donated to other schools, parishes, or charitable organizations

Reporting Hours: It is the parent's responsibility to report their service hours on the proper Parent Volunteer Service Hours Report Form. This form is attached to this document and is also available on the St. James Catholic School website and in the school office. Your completed forms should be turned into the school office regularly so they can be recorded and filed. It is recommended that you keep copies of your submitted service hour forms for your own records. A status report on your total reported Service Hours will be sent to each school family in January and April.