

ST JOHN CATHOLIC SCHOOL
SCHOOL SERVICE HOURS POLICY

In an effort to encourage volunteerism and parental involvement, to build social relationships amongst school families and to increase fundraising which offsets the cost of providing a high quality Catholic education, **EACH FAMILY** enrolled in St. John Catholic School is responsible for one of the following:

1. Completion of 30 hours volunteer support per year. These hours should meet the guidelines set forth below. St John Catholic School must be the beneficiary of the services rendered.
 - 1a. Accumulation of school support hours will begin the first day of summer break.
 - 1b. Service hours must be completed before the last day of the school year.
 - 1c. At least 15 hours must be completed by the parents/guardians of the students. Remaining hours may be completed by other family members or friends of the family.
 - 1d. A school family may not donate or provide volunteer hours to another school family unless gaining prior approval by the Principal.
 - 1e. Four hours of the 30 hours must be designated to volunteering at Harvest Fest.
 - 1f. All families are required to work in the regular Bingo rotation.
 - 1g. All individuals performing service hours on events involving direct interactions with children must be Safe Environment Trained**

OR

2. Support payment of **\$600.00**.
 - 2a. The support payment may be prorated based on the number of support hours completed at the end of the year. A rate of \$20 per hour will be assessed to those families who have accumulated less than 30 hours.

Support hours will be documented thru our *FACTS Family Portal* service hour logger provided by the School and accessible in the school office on the volunteer/visitor computer or at any internet connected computer. All parents will receive access to their account each school year with instructions on how to track their hours and activities. Automatic monthly statements will be sent out via the program to show current hours logged and remaining hours needed for compliance with this policy. It is the responsibility of each family to track and log their hours.

There are many opportunities to volunteer in events that directly benefit St. John Catholic School. These include: Harvest Fest, Bingo, Monte Carlo and Yard Sale, social activities such as Hamburger Day and Fun Day. Volunteer hours accumulated at these events (as well as many others) are recorded as school support hours. Every effort will be made to inform you of support hour opportunities through school notes and principal's bulletins as well as thru the school activities notifications.

There are other lay and liturgical events that are not recorded as support hours; however, your participation is encouraged. Some examples include: Vacation Bible School, First Communion, Confirmation, etc.