

HOLY FAMILY CATHOLIC SCHOOL

VOLUNTEER HOURS REQUIREMENTS

PRINTED BELOW ARE THE VOLUNTEER HOURS REQUIREMENTS FOR FAMILIES WITH A STUDENT ENROLLED AT HOLY FAMILY CATHOLIC SCHOOL. THE REVERSE SIDE OF THIS FORM HAS A CHART ALLOWING YOU TO RECORD YOUR VOLUNTEER TIME. PLEASE COMPLETE THIS CHART AS THE SCHOOL YEAR PROGRESSES. ONCE YOU HAVE MET YOUR REQUIRED VOLUNTEER TIME, PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE.

Volunteer Hours

Parents are asked to be generous with their time by volunteering at parish and school functions, and assisting with special needs that the parish and school has throughout the year. Each family of a full time student (K to grade 6) will be required to volunteer a total of 8 hours throughout the school year. Families with only a 4 Pre-K student will be required to volunteer a total of 4 hours throughout the school year. Families with only a 3 year old Preschool student will be required to volunteer 2 hours. For those families who would rather not volunteer or who are unable to assist, you may pay a volunteer fee of \$25.00 per hour.

If you cannot volunteer for the entire number of hours required, any hours not volunteered will be billed at a rate of \$25.00 per hour. For example, if you only work 5 out of 8 hours, you will be responsible for \$75.00.

If parents are unable to volunteer, immediate family members may volunteer in place of the parents. If a volunteer opportunity involves directly working with children, you will be required to complete a VIRTUS class before you can volunteer. See the VIRTUS section for more information.

All families receive a volunteer hours form at the beginning of the school year. It is the responsibility of each family to record their volunteer time and have it signed-off on by the coordinator of the event. Once families have completed the required number of volunteer hours, forms should be returned to the school. All families should complete the required volunteer hours or have a plan to complete them by May 1 of the current school year. If forms are not returned or a plan to complete the required hours is not communicated to the school by May 1 families will be billed for the volunteer hours not fulfilled. Volunteer hours must be worked by the last day of the current school year.

All-school field trips do not qualify for volunteer hours.

Events that qualify for volunteer hours include, but are not limited to:

- Leading, organizing, or assisting with school fundraisers (Christmas trees & wreaths, SCRIP sales, etc.)
- Attending Parent Fundraiser Meetings (Only half of the time will be applied)
- Decorating the School Float for the Christmas Parade
- Chaperoning or driving for class field trips
- Assisting teachers in the classrooms
- Assisting at Holy Family Parish functions

**Opportunities for volunteer hours will be highlighted in the monthly school newsletter.
If you have any questions, please ask.**