



Guidance on Volunteering at Saint Rose Catholic School

2016-2017

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

Volunteer Parent Orientation: The Principal will hold a Volunteer Parent Orientation meeting at the start of the new school year for all parents who will be volunteering during the year. At least one parent from each school family is required to attend. During this one hour meeting, the Principal will discuss the procedures and requirements to work on campus, to help in the classrooms, to prepare and serve lunches, to drive on field trips, and to chaperone field trips.

Help with Volunteers: The Principal has created the position of Service Hours Coordinator to help parents get involved and to help them meet their service hours commitment to the school. The Service Hours Coordinator will assist the Parent Teacher Organization (PTO) and others at school as needed in advertising volunteer service hour opportunities. The coordinator will also be responsible for posting volunteer service hour opportunities. The coordinator will also be responsible for posting volunteer service hour requirements and the Parent Volunteer Service Hours Report Form on the school website, tracking and reporting each school family's completed service hours, and sending status reports of the total service hours reported to each school family in January and April.

Safe Environment: All school volunteers (such as classroom volunteers, field trip chaperones, and field trip drivers) who have unsupervised contact with minors are required to be fingerprinted using Live Scan, and to complete an online training program, Shield the Vulnerable. All volunteer drivers must provide the school office with a copy of their drivers' license, a copy of current auto insurance liability policy, complete a required online driving and safety program, and complete all diocesan paperwork. More information about Live Scan and being a parent volunteer driver is attached with this document and is available on the school's website.

Family Commitment: Each family is required to contribute twenty (20) parent service hours to Saint Rose Catholic School by May 15th. 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 20 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. 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.

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 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 and return the *volunteer badge*. 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.

Classroom/Teacher Requirements: Some teachers may require parent volunteers to sign in when they are working in the classroom. Signing the teacher's sheet 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 and turn their forms into the school office.

Accepted Service for Fulfilling Parent Service Hour Requirements:

At least one parent is required to attend: Open House, Parent Teacher Conferences, Monthly Sacramental Preparation Meetings (2nd grade only), and State of the School Meetings. One hour of service may be submitted for each of these meetings if at least one parent attends.

Additional Opportunities Include:

- *Member of School Advisory Council (SAC)*
- *Member of Parent Teacher Organization (PTO)*
- *Assistance with PTO activities and committees*
- *Principal or Teacher requested assistance*
- *School requested assistance*
- *Building or grounds maintenance*
- *Assistance with Band*
- *Assistance with Student Council activities, projects, and dances*
- *Assistance with school fundraising*
- *Athletic Department requested assistance (team transportation for 3 or more players)*
- *Coaching Athletics*
- *Field trips requested assistance (transportation for 3 or more students)*
- *Assistance with school-sponsored charitable projects*

While worthwhile and appreciated, the following are not approved for Parent Service Hour Requirement:

- *Bingo assignments*
- *Middle school student service hours*
- *Attendance at school functions*
- *Attendance at athletic or Band 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 Saint Rose 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.

Pre-School Service Hours: For those pre-school families who choose to count a donation of nutritious snacks (snacks to be in accordance with mandated school and state requirements) as parent service hours, the Principal has set the policy that a \$25.00 value equals one service hour (receipt must be attached to the Parent Volunteer Service Hours Report Form). While pre-school families maintain their Parent Volunteer Service Hours Report Forms in the classroom, it is each parent's responsibility to submit their forms to the school office regularly.

Fees and Deadlines: Non-participation in Volunteer Service Hours will result in a \$500.00 fee charged to the family account in May. By May 6th the service hours need to be turned in to the school office using the proper Parent Volunteer Service Hours Report Form. Each family will be assessed a \$25.00 per hour fee for each non-completed service hour. Hours to be earned after May 6th need to be submitted for approval no later than May 1st.

**Please Read School Policies & Statement of Parent Responsibilities in Parent Handbook.*

Attachments:

Diocese of Monterey Volunteer Requirements- Saint Rose Catholic School

Diocese of Monterey Driver Information Form- Questions

Diocese of Monterey Driver Training – Online Training

Parent Volunteer Service Hours Report Form- Saint Rose Catholic School