



Parent Work Incentive Program

Why a Parent Work Incentive Program?

- Parents provide valuable service to the school.
- Parents have the opportunity to meet each other and build community.
- HSPS gains access to talents and abilities that the school would otherwise have to fund.

What is the Parent Work Incentive Program?

- Parents perform a prescribed number of hours of volunteer service each year.
- Parents of students in grades TK-8 perform 30 hours of volunteer service per year (at least 15 hours must be in a designated fundraising event).

What types of volunteer service may I perform?

- *Active Service: services that benefit the school, its students (for school-related activities), or are in support of an activity or event sponsored by the school.* Hours earned through active service correspond directly with the time spent. Fundraising Work Incentive Hours will only be accepted for the reasonable amount of time required to complete your service during one of the designated HSPS Fundraisers (Uniform Exchange, Rib/Chili Cook-Off, Auction, Breakfast with Santa, Crab Feed, Jog-a-thon, Spring Carnival, and Msgr. O'Connor Golf Tournament). This includes hours accrued during the planning and execution of fundraisers (auction projects or community planned auction items such as themed parties as well). Exceptions are made for homemade food items (see p.2) and for clean-up activities, which earn double hours.
- *Supplies: providing supplies that benefit school events (i.e. baked goods/gift cards) when they are specifically requested through the Parent Work Incentive Program.*

Do other donations count toward parent volunteer service?

No volunteer hours will be credited in exchange for donating money or items of value. Donations to the Annual Fund, Rib/Chili Cook-off, Auction, Breakfast

with Santa, Crab Feed, Jog-a-thon, Spring Carnival, Msgr. O'Connor Golf Tournament, and in-kind donations of school supplies or equipment do not earn volunteer hours.

How do I find out about volunteer opportunities?

- E-mail - *this is the best way to keep informed!*
- To change or add your address to the e-mail list, change it on SchoolSpeak and contact Jane Dolcini at jdolcini@hs-ps.com. Many announcements of volunteer opportunities, as well as other school information, are sent by e-mail. You need not respond to every e-mail message; choose the opportunities that fit into your schedule and your areas of expertise or interest.
- Check SchoolSpeak for upcoming events and volunteer opportunities.

Who may perform the volunteer hours?

- Only parents or guardians may earn hours for the family. Non-custodial grandparents, siblings and other relatives may not earn hours. Also, "extra" hours may not be donated to other families.

Who keeps track of volunteer hours?

We use [MobileServe](#) to track, manage, and report parent volunteer and service hours. MobileServe is an app-based program easily accessible on your mobile phone, tablet, and/or home computer.

Once parents have registered, hours can be simply entered. Volunteer opportunities for upcoming events as well as those specific to your child's homeroom are on the site. Completed volunteer service hours can be back-registered.

What is the procedure and timeline for reporting hours?

- The deadline for reporting parent volunteer hours is March 31 of each year.
- Parents may begin earning volunteer hours for the following school year on April 1. "Extra" parent volunteer hours are not carried over to the following year. Feel free to report the many hours you serve above the required number, so we can be aware of our top volunteers.

THANK YOU
YOUR SERVICE MAKES GREAT THINGS POSSIBLE AT
HOLY SPIRIT PARISH SCHOOL!

Diocesan Requirements for Volunteers

All parents who serve as volunteers at Holy Spirit Parish School are required to comply with the following Diocesan Requirements. Contact Jane Dolcini jdolcini@hs-ps.com for required forms.

1. Fingerprinting Clearance on file with the Diocese and reported to HSPS

Because of California state law and to ensure the safety of our students, Holy Spirit upholds the diocesan policy that no adult may participate as a volunteer on campus or working directly with students unless the adult has Live Scan fingerprint clearance on file with the Diocese.

If you have already submitted fingerprint clearance to another school in the Sacramento Diocese, you must transfer the clearance to Holy Spirit by completing the Request for Fingerprinting and/or Safe Environment Records Form and submitting it to the Holy Spirit office.

2. Completion of an online training program entitled "Safe Environment"

The course is provided by Catholic Mutual Group and takes 1 to 2 hours to complete. You are able to pause and return anytime to the same place and finish the course. After completion, submit the certificate of completion to the HSPS office.

If you have already submitted Safe Environment completion to another school in the Sacramento Diocese (within the past 3 years), you must transfer the clearance to Holy Spirit by completing the Request for Fingerprinting and/or Safe Environment Records Form and submitting it to the Holy Spirit office.

3. Submission of the Verification of Automobile Insurance Form – Copy of Drivers License & Current Auto Insurance Card

This is required for any parent who will be driving students other than/in addition to their own child to school-related activities.

Parent Volunteer Guidelines for Calculating Hours

Parent volunteers generally earn 1 hour of service for each hour spent on the volunteer activity benefitting any Holy Spirit Parish School event.

Providing Requested Food Items

For items that are specifically requested through the Parent Work Incentive Program, parents may claim 1 hour for home baked items by using the following guideline. (Active Service category of hours).

Hour equivalents for homemade items:

Brownies - 9" x 13" batch	2 hours
Cookies - 3 dozen	2 hours
Desserts - to serve 12 people	2 hours

Clean-up Duties

Double hours may be earned by performing clean-up duties for any event.

There is one all-campus clean-up day. All parents are welcome to participate. No advance notice required.

Saturday, August 14 8:00 am to 12:00 pm

