

SEPT 18TH, 2019

Service Hour Communication

Good Day!

We hope that everyone has enjoyed their summer, and that the first few weeks of school have been great. As we communicated last school year, we have changed our service hour policy and every family is being charged \$300.00 for service hours. The requirement is 20 hours at \$15.00 per hour, per family to help ensure functions that our Parents Association and Parish Ministries hold are successful. These events all take a lot of planning and need volunteers to ensure that they are properly staffed.

Now that we are a few weeks into school and our events are going to begin looking for volunteers we wanted to provide some clear direction regarding what counts for service hours, what is exempt from service hours, and how they will be tracked and monitored. We are not changing the culture of our school to incentivize volunteering, and not everything we do/plan/offer will count towards the service hour commitment. We are confident however, that every family will be able to meet the 20 service hours with the events that provide the opportunity to obtain service hours. The School Board and the Parent Association have partnered together throughout the summer to work through all the details, however this is the first year in many that we have truly required and charged for service hours. Please be patient and understand that we will continue to work through any questions that may arise.

If you have any questions regarding service hours, please reach out to the School Board at schoolboard@stbedeschool.com and the Parents Association at pa@stbedeschool.com.

Sincerely,

Missy Greenenwald

School Board President

Pat Strang

Principal

Becky Dressendorfer

Parents Association President

SERVICE HOURS

WHAT DO WE NEED TO KNOW?

PROCEDURE –

- 1) Electronic event signups will be generated by the Volunteer Coordinator for the Parent Association on SignUp.com
- 2) Links to these event signups will be available to the school community on
 - a. SignUp.com
 - b. The St. Bede School Website – Parent Association Pages
 - c. In Parent Association newsletters
 - d. On the Saint Bede School Facebook page where applicable
 - e. In communication via Room Parents
- 3) Volunteers will sign up electronically on SignUp.com and then verify their attendance with a written sign in sheet at their event
 - a. Please note, SignUp.com volunteer slots will close 3 days prior to the event.
 - i. This is to ensure that we have enough volunteers to successfully run and event in enough time.
 - b. Service hours on SignUp.com will be delineated as described on the SignUp.com description
- 4) Event Coordinators will send written sign in sheets to the Volunteer Coordinator, and in turn the Volunteer Coordinator will verify volunteer attendance
- 5) Volunteer Coordinator will run reports for the School Board on the following dates:
 - a. December 1
 - b. March 1
 - c. May 1
 - d. Last day of school
- 6) The school board will be responsible for tallying hours and alerting school families to the accumulation of their service hours
- 7) The school board will be responsible for communicating with the business office to return each family's \$300 service hour fee on completion of the families required 20 service hours.

** Volunteer Hours will be counted “per volunteer” – for example, if 2 family members volunteer for the same event, they will each accumulate hours toward their total service hour requirement

** Extended family can help each family accumulate their required service hour requirement – when signing up a family member, please note in parenthesis the school family last name – example on the electronic sign up: Mable Johnson (Smith Family). Please note: Highschool students who require volunteer service hours cannot accumulate volunteer service hours for their family until they have satisfied the requirements of their High School.

PA POLICY ON SERVICE HOURS –

The parent association will do everything in our ability to help families get the service hours they need. If an event needs 5 people, but 7 want to sign up, we will accommodate those who want to attend the event with **PRIOR** notification. However, we can not have significantly more volunteers than needed at any given event. Volunteers who show up to an event that are not signed up through the official signup will not be able to volunteer for service hours unless there was a gap in volunteer coverage.

While we want to be fair in how volunteer hours are approached we realize that some tasks may end up requiring more time than is currently credited. We will partner with the School Board to monitor this and adjust if deemed necessary.

AUTOMATIC FULFILLMENT OF HOURS -

The following school positions will receive automatic fulfillment of service hours

- School Board Members
- Parent Association Board Members
- Athletic Board Members
- Drama Club Directors
- Golf Outing Chair
- Halloween Hustle Chair
- Daddy Daughter Dance Chair
- Yearbook Publisher

The corresponding Board President/Athletic Director/Principal will provide written documentation to the School Board President indicating the names and positions of the individuals qualifying for automatic fulfillment and will thus bypass the “SignUp.com” procedure.

ROOM PARENT SERVICE HOURS

Room Parents will be assigned service hours by the Volunteer Coordinator or Parent Association President by grade level. The expectations of a room parent include participation in PA meetings on a monthly basis, planning school parties, coordinating a classroom fund, and communicating with their grade level families. The service hours given to them is inclusive of these duties.

- Room parents Pre-K through 4th grade will receive 10 service hours
- Room parents 5th through 8th grade will receive 5 service hours

Room parents will be able to authorize service hours for grade level needs as they arise with **PRIOR** approval from the classroom teacher and Parent Association Board as they align with Volunteer Hour Rules (excludes snacks and party supplies)

PARENT AMBASSADOR SERVICE HOURS

Parent Ambassadors are essential in welcoming and orienting new families to St. Bede School. Their duties include giving school tours, following up with perspective families, checking in with new families, and coming to new family events. The service hours given to them is inclusive of all the duties they perform. Parent ambassadors will be assigned service hours by the Volunteer Coordinator or Parent Association President on SignUp.com.

- Parent Ambassadors will receive 8 service hours

“PLANNING” SERVICE HOURS

Many hours are required to plan and execute the various events. There are also many events that require coordinating information, and as such there is no “physical” event to attend. Event chairs will receive planning hours assigned to them by the Volunteer Coordinator or Parent Association President on SignUp.com. Event chairs will receive the following hours:

Game Night Chair: 10 hours	Trivia Night/Kids’ Night Out Chair: 15 hours
Bake Sale Chair: 3 hours for each bake sale	Fun Fair Chair: 12 Hours
Book Fair Chair: 5 hours for each book sale	Box Tops Chair: 6 hours
Holiday Shoppe Chair: 4 hours	8 th Grade Festivities Chair: 7 hours
Yankee Candle Chair: 8 hours	Teacher Appreciation Week Chair: 15 hours
Bowling Chair: 10 hours	Giving Tree Chair: 15 hours
Pi Day Chair: 8 hours	Uniform Resale Chair: 10 hours
School Picnic Chair: 10 hours	Bulletin Board Chair: 5 hours
Charity Mania Chair: 8 hours	Schwann’s Fundraiser: 8 hours
Snow Tubing Chair: 8 hours	Holiday Luncheon for Staff Chair: 6 hours
Wolves Game Chair: 8 hours	Conference Lunch and Flower Chair: 5 hours
Market Day Chair: 8 hours	Fun Pasta Chair: 8 hours
Cookbook Chair: 15 hours	Parish Gala Liaison: 15 hours

Those who plan physical events, must also sign up in SignUp.com to accrue the hours they spent at the event.

NON “EVENT” SERVICE HOURS

We recognize that the school may need families to participate in various activities that are not part of a school event. In these situations, volunteers will be given the decreed volunteer hours per activity as deemed by the organizer. The Volunteer Coordinator or Parent Association President will assign these hours in SignUp.com to the participant once their participation has been confirmed and the participants name and email have been submitted to us.

- Box Top clippers and counters will receive 30 minutes each time they are asked to perform this task
- Shoppers for items needed for the school or school events will receive 30 minutes for their efforts when specifically asked to shop by the PA.
- Cooking for a PA event will earn the participant 30 minutes (Not a bake sale)

**Other hours in this area will be added as the need arises

BAKE SALE

The School Service Hour Plan is not intended to change past precedent. As such, Bake Sales will not be given service hours for baking or “buying out”. The only service hours allotted to Bake Sales are the volunteer times before and after mass as was past practice. Your participation in Bake Sale is very important to the funding of the end of year school picnic and the 8th grade festivities.

DONATIONS

Some families may find it easier to donate toward events, rather than volunteer. Out of pocket donations toward school or PA sponsored events will be given 1 service hour for each \$15 of items donated. Please turn in receipts with the event the items are for to the Volunteer Coordinator claim service hours.

PARISH SERVICE HOURS

School families can acquire half of their service hours from participation at the Parish Gala and Parish Rummage Sale. SignUps will be generated with the input from the leads of these events. Again, school family service hours will be capped at 10 hours total (not 10 hours per event) for participation in these events.

NONQUALIFYING HOURS

As a community your participation in events is very important. Please understand that your participation in the following capacities will NOT count toward accumulation of service hours:

- Required service hours for Athletics
 - These are a separate requirement that must be met for families with athletes. Please see the Athletic board if you have questions on your Athletic service hours
- Required Service hours for Drama Club
 - These are a separate requirement that must be met for families with children in the Drama Clubs. Please see the Drama Club Directors if you have questions on Drama service hours
- School needs where other incentive, such as out of uniform pass, is given
- Field Trips
- Alter Serving/Eucharistic Ministers
- Donations to the rummage sale
- Purchases from fundraisers
- Purchases for which you will be reimbursed
- Board meeting (school, PA, Athletics) – these are all open forum
- Community donations such as “Giving Tree” or St. Vincent de Paul
- Parish donations
- Non-Volunteer hours at social events
- Classroom funds and party supplies
- Baked goods for bake sales and “buy out” option for bake sale
- High School students who are accumulating volunteer hours for their own High School programming-
 - High School students may help their family accumulate service hours if they are not also getting service hours for their school

PA email contact: pa@stbedeschool.com