



## 2019 -2020 Fundraising and Volunteer Hours Policy

**Policy:** Each family with a child enrolled in St. Elizabeth School is required to volunteer at least 15 hours per school year and raise funds that would net at least \$125.00 to the school. As a part of the volunteer hours requirement, each St. Elizabeth family will be required to cover THREE RECESS HOURS PER YEAR. These recess hours will be INCLUDED in (not in addition to) your 15-hour annual volunteer commitment.

### MANDATORY RECESS HOURS

1. Each St. Elizabeth family will be responsible for three hours of recess duty each year regardless of weather. (Indoor recess requires adult volunteer monitors.)
2. Families can fulfill the recess requirement by volunteering for JK/Kindergarten Lunch/Recess duty, Grades 1 - 8 Recess duty, or a combination of both.
3. Families are required to sign-up for three (3) recess hours for Grades JK – 8.
4. This requirement can be fulfilled by ANY adult (21 years of age or older) who has completed the compulsory fingerprinting and attended VIRTUS training through the Archdiocese of Washington. Mothers, fathers, guardians, siblings, grandparents, aunts, uncles, godparents, etc., are all welcome and can help the family reach the three (3) recess hour requirement.
5. A family will be charged \$30 per hour for any unfulfilled/missed recess hour.
6. Families will be asked to locate substitutes when plans change and should notify the recess co-ordinator of these changes at least 24-hours in advance of the scheduled volunteer time - unless an emergency arises. If an emergency arises the day of a family's scheduled recess duty, please contact the front desk.
7. A master recess calendar is available on SignUp.com. Parents and guardians can sign up under the "volunteering" tab located on the school website: <https://stelizabethschoolmd.org/recess-duty>
8. All mandatory recess hours MUST be recorded on the [Volunteer/ Fundraising website](#) and MUST be completed by Field Day. Any recess hours recorded after Field Day will be applied to the next school year (without exception).

### VOLUNTEER HOURS OTHER THAN RECESS

In addition to the three (3) mandatory recess hours, parents and guardians are required to complete an additional twelve (12) hours of volunteer service for a total of fifteen (15) hours.

All Volunteer Hours can be recorded on the Volunteer/Fundraising website (<http://www.stevolunteer.com>). Please note that hours ARE NOT reported by committee chairs or a member of the school staff on your behalf. Parents and guardians are responsible for recording all volunteer hours. You are only required to record your fifteen (15) hours. All hours after that are not tracked but are certainly appreciated. Excess hours are not carried over to the next school year.

1. Any of the hours not fulfilled by the Field Day will be billed at \$10.00 per hour at the end of the school year.
2. Some examples of ways you can volunteer: hot lunch duty, additional recess duty, scouting, coaching, assisting as a homeroom parent, assisting at Scholastic Book Fairs and Santa's Workshop, chaperoning a field trip or dance, BINGO Night, Catholic Schools Week, etc. There are many more ways one can volunteer! Please see the Volunteer/Fundraising web- site ([stevolunteer.com](http://www.stevolunteer.com)) for other volunteer

opportunities.

3. Please refer to the archdiocesan policy on [Virtus training & fingerprinting](#) so that all parent and guardian volunteers are in compliance

## FUNDRAISING

All fundraising must be reported on the [Volunteer/Fundraising website](#) (link also on the school's website) no later than Field Day of each school year.

1. Committee chairs or the employees of the school will NOT report fundraising amounts received on your behalf. It is the responsibility of each family to record its fundraising requirements.
2. Fundraising amounts are only tracked up to the requirement of \$125.00, although all amounts raised in addition are greatly appreciated.
3. All fundraising not completed by Field Day of the current school year will be billed.
4. The following Fundraising counts toward this obligation:
  - **Golf Classic** - 100% of sponsorship of the event; 50% of tickets
  - **Tuition Raffle** - 50% of tickets sold / purchased
  - **Annual Fund** - 50% of donations
  - **Mabel's Labels** - 20% of purchases
  - **Mixed Bags** - 20% of purchases/sales

### **A family can pay the \$125.00 in lieu of fundraising.**

The following events do not apply toward one's fundraising requirement: Teacher Gift Fund, Dinner Nights Out, or donations to a teacher's classroom Wish List.

*\* In order for a family to receive report cards, results of standardized testing, or have information forwarded to other schools, all volunteer hour and fundraising balances must be fulfilled and paid in full. Again, this deadline for reporting fundraising is Field Day of each school year.*