



ST. FRANCIS

CATHOLIC CHURCH AND SCHOOL

St. Francis Catholic School Volunteer Policy and Service Contract (2020-2021)

In Catholic Schools, we depend upon generous donations of goods and services in order to keep expenses down and tuition reasonable. It is important that each family gives its time and talents for the good of the parish, school, and ultimately for the improvement of facilities and services for the children. In order for our school to fully benefit from the time and talents of our families, this volunteer policy is written to evenly share responsibilities among all registered families. This policy allows for adequate staffing of all school-sponsored events and other programs.

For the purpose of this policy, a volunteer is defined as anyone who without compensation or the expectation of compensation, performs a task at the direction of and on behalf of the school.

The specific provisions are as follows:

- Each family registered at St. Francis Catholic School (SFCS) as a two-parent household is required to volunteer a minimum of twenty (20) hours of service per school year, with ten (10) of those hours dedicated to the annual auction, and a single parent household is required to volunteer a minimum of ten (10) hours of service per school year, with five (5) of those hours dedicated to the annual auction. Any parent, legal guardian, grandparent or immediate family member over 18 years of age may fulfill a family's service obligation. **All volunteers must have a background check and be CASE trained.**
- Service hours are self-reported. Upon completion of service activities, families are responsible for reporting their hours in the Volunteer Hours section of *School Speak*.
- The definition of a "service hour" is flexible. All of the traditional volunteer positions count as service hours, including coaching, fundraising, recess duty, lunch duty, and classroom liaison. This also includes activities that assist the classroom that can be completed at home. For example, washing table rags, washing toys, and sharpening pencils, etc.
- There will be a point-person for each event, whether it is led by the Parent School Organization (PSO), School Advisory Board (SAC), or some other organization. If you volunteer to coordinate an event, it will fulfill your family's twenty (20) hours service commitment for the year, even if the actual number of hours required for the event is less than twenty (20). If you need assistance in finding a good fit for your volunteer service, we can help you with finding a position to fulfill your obligation.

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- If a family is unable to fulfill their required twenty (20)/ten (10) hours during the school year, they may buy out their commitment for a fee of \$50 per hour. **Any outstanding hours not met at the end of the school year, will be monetarily reconciled at the end of the school year.** All hours, with the exception of Field Day hours, must be entered into the *School Speak* by the **last day of school**. Any fees due will be charged to your FACTS Account no later than **July 1**. All fees collected in lieu of volunteer hours will be applied toward the school operating budget.

Volunteer Procedure:

A. Screening

Background and reference checks are required for volunteer positions within St. Francis Catholic School

B. Compliance with the Diocese of C.A.S.E. Training

All volunteers whose duties include contact with minors must also complete C.A.S.E. training. For more information, and to register for an upcoming class, please visit the SFCS calendar in *School Speak*. The certificate received upon completion of the C.A.S.E. training must be submitted to the School Office.

Volunteer Conduct:

Our Catholic schools are rooted in a **vision** and **values**:

- The **vision** for the Archdiocese of Portland, Oregon, is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learning formed in faith, educated for excellence and sent to serve.
- The **values** for the Archdiocese of Portland, Oregon, are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "... love the Lord your God with all your heart, with all your soul with all your mind, and with all your strength... You shall love your neighbor as yourself." (MK 12:30-31)

In light of our Gospel and vision and values, all our parents and our guests at our school are expected:

- To display a truly Catholic attitude in all activities and relationships with adults and students. Treat others how we want to be treated.
- To be courteous and considerate of others
- To extend courtesy to guests and visitors of the school
- To treat the entire school community with dignity and respect

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Respect for ourselves and everyone who makes up our school community is an essential requirement for a Catholic environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our responsibility to help children accept accountability for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

A volunteer operates in a position of trust. Some volunteer positions, by necessity or by chance, will result in an intersection between the volunteer and confidential information. The practice of discretion is required by all volunteers.

Please note all volunteers coming into the school building must check in at the school office.

Volunteer Policy Acknowledgement:

Please sign and date the **Volunteer Service Contract** indicating your family has read this information. Signed Volunteer Contracts are due to the School Office by June 19, 2020.

Yes, I have read and understand the St. Francis Catholic School's Volunteer Policy:

Parent/Guardian	Email
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Parent/Guardian Signature	Date	Phone Number
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Parent/Guardian Name (Print)	Email
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Parent/Guardian Signature	Date	Phone Number
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