

## Service Hours

The Service Hour Program assists St. Frances of Rome Elementary School to strengthen the relationship between families and the school and contribute to the school budget. We ask every family to contribute 40 service hours in various events. Service hours are completed between July and the end of May. Any families that have not completed the required hours by May 31st are assessed **\$15.00 per hour missed**. This amount will be charged on your FACTS account and is to be paid before the close of the school year.

Below are the details of our Service Hour requirement:

1. All Service Hours (with the exception of Fiesta hours) must be submitted through our “Gradelink” online program by a parent. Each submission will be routed to the Principal or School Secretary.
2. Each family has a requirement to provide a minimum of 40 service hours.
3. Any service directly to the school is considered for Service Hour credit.
4. Any donation made to the school, accompanied by a receipt, will grant one service hour for every \$15 spent on the donation.
5. Each family may complete a maximum of fifteen (15) hours at the annual Parish Fiesta.
6. Hours are not transferable from one family to another.
7. Service Hours worked beyond the 40 hour commitment cannot be transferred to the next year.
8. Service Hours are reviewed and managed by the Principal and School Secretary.
9. Activities other than those established as ones qualifying for Service Hours must meet with the approval of the Principal in advance.
10. No coordinator may designate double Service Hours for any event without prior approval of the Principal. One hour of work = one hour of service.
11. Only adult members of the family (parents, grandparents or guardians, etc.) will be allowed to complete Service Hours unless otherwise approved by the Principal.

## Parent Participation

Our Parent Volunteers are a vital and valued part of our school community. Many of the fundraising events take place with the assistance of our parents/guardians in order to help keep tuition affordable and a healthy budget. Every volunteer contributes to either the spiritual, emotional, physical, and/or educational well being of our students and school. Below are some ways parents and other members of a family can do volunteer work. Students’ parents/guardians are responsible for correctly tracking/submitted hours in order to be properly credited. If hours are not submitted according to the established timeline, hours may not be credited to a family. **PLEASE NOTE: Families may not “gift” their completed hours to another family. Each family must complete or buy-out their own hours.**

\*Book Fair Committee \*Bubble Run/Foam Dance Party Committee \*Box Tops Coordinator  
\*Spring Fundraising Event \*Lunch Supervision \*Room Parent \*School Dances  
\*Dine Out Night Coordinator \*Campus Clean Up \*Used Uniform Coordinator \*Morning Gate