



Annunciation Catholic School

FAMILY SERVICE HOUR REQUIREMENT 2020-2021

We ask our K-8 families of Annunciation to serve on our various committees. Our requirement encourages participation on committees through the end of the school year. In an effort to be sure we can meet the needs of our students, **especially in the Health Room, Traffic**, we require 5 service hours for the first semester (normally 12) and 12 hours for the second semester (subject to change).

The hours (or payment for the hours) are due before the semester or final report cards will not be issued. The first 5 hours must be completed before December 15. The second 12 hours must be completed before May 14.

We appreciate additional hours served but still require the required hours each semester. Families who have not completed the service hour requirement will be assessed \$15 for each un-served hour before report cards can be issued.

Please do not cancel your commitments once your hours are complete, our students need your help all school year long.

Families are asked to **commit part of their hours** to serve in the **Health Room** and **Traffic**.

We use SignUp.com to organize our events. See the *Volunteering* tab under *Parent resources* on our website showing our different committees, click the link to the committee in which you would like to serve, enter your name and email address, and then choose your days. It is that simple!

Points to remember (see the FAQ's items you can and cannot count):

- All volunteers must have cleared our **SAFE Environment Program** (fingerprints, Protecting God's Children certificate, signed policies, etc. per diocesan policy) (*except* for the following which do not require consistent oversight and supervision of children: **Traffic, Recycled Uniforms, Campus Cleanup, and work at home for teachers.**) Directions for obtaining the SAFE Environment requirements on our on website under *Parent Resources* and *Volunteering*.
- Family Service Hours are to be logged in your Family Portal account. (Under "Family Information" then "Service Hours")
- If you feel you cannot complete your service hour commitment, please contact the office for suggestions several weeks *in advance* of the deadline.

Thank you for your help. We hope you enjoy your time with our students as much as we do!