

## Volunteer Hours – Frequently Asked Questions

### How Many Hours are required per year?

Twenty (20) service hours per family are required and must be completed by the parent or legal guardian, not by the student or siblings. Families with children in the ECLC may use 10 hours of service from ECLC toward the twenty total. These hours will need to be documented in Track it Forward. **\*For the 2020-2021 School Year, the service hour requirement has been reduced to 5 due to COVID-19 restrictions.**

### How can I volunteer?

There are various committees to serve on as presented by the Home & School Association (HSA). Chairing a committee or serving as a Homeroom Parent gives you an automatic twenty (20) hours. See the Committee Chairs List for committee descriptions and contact information. If co-chairing an event or co-chairing HR parent, you will receive ten (10) hours.

### How do I get credit for my volunteer hours?

Volunteer hours are submitted online. All families are required to sign up for 'Track it Forward' at [www.trackitforward.com](http://www.trackitforward.com). Complete sign on directions are available on the school website.

### Does signing up on Volunteer Spot/ Sign Up Genius ensure my hours are credited?

No, Track it Forward must be submitted to ensure credit.

### What church/parish activities count as hours?

Father Jason must approve the activities to count and all hours should be of service to Assumption Catholic Church/School. For example, Scout Leaders for Cub Scout Pack 106 and/or Boy Scout Troop 106, Little Flowers Girls Club Leaders, Children's Liturgy, Altar Server Scheduler and working in the Parish Gift Shop all at Assumption, do count. Attending a Bible study or conference does not. No service hours outside of the Assumption Parish/School Community will count.

Double hours are only given during Catholic Schools Week and Fall Festival. (Events must be worked not donations)

### **Can I submit payment up front if I know that I will not be able to complete my required 20 volunteer hours?**

Yes. A check for \$500 (\$25/hour x 20 hours) can be made out to Assumption HSA and turned into the front office at any time prior to April 30, 2020.

### **Why are hours due at the end of April and not May?**

In order to tally all hours submitted and distribute invoices before the school year ends in June, office staff needs the month of May to do so. Any hours completed in May will be credited to the following school year.

### **What happens if I do not pay for my uncompleted volunteer hours?**

Your FACTS account will be billed for uncompleted hours.

### **Do donated items to the school count as volunteer hours?**

Yes. You may receive one (1) hour per \$25 worth of donated items when requested for specific events such as Fall Festival, Senior Luncheon, Father Daughter, Teacher Wish List, etc. A receipt must be submitted to the front office with the family name written on it. A Track it Forward submission must also be included to receive full credit. There may be events that limit donations.

### **Why the hourly fee of \$25?**

Our goal is not to generate revenue, but to encourage increased family participation in Assumption School and Parish events and organizations. This directly benefits Assumption students and their families. By primarily utilizing the talents and time of our volunteer families, we are able to create an exceptional experience at school. At the same time, allowing school donations to count against the minimum expectation for family service permits those who may be unable to give of their time to share their treasure instead. An analysis of similar programs across the Diocese has established twenty-five dollars as a reasonable substitution for an hour of active volunteering.

**What are the volunteer fees collected used for?**

All fees collected will benefit the Home & School Association (HSA), which in turn puts on many events for our students and parents. These fees are also used for purchasing teaching materials and supplies for classrooms.