

### **Parent Volunteer Guidelines**

1. The Commitment Hours for school parents is a minimum of 45 hours for a two-parent family and a minimum of 30 hours for a single parent family.
2. Only hours completed by the student's parents or guardian count toward Commitment Hours.
3. All hours must be completed between May 1st-April 30<sup>th</sup>.
4. Only 20 hours of Parish Youth Activities are counted toward yearly total.
5. Volunteer hours are self reported through the school website.
6. Volunteer Activities not listed below can be approved by e-mailing the Volunteer Coordinator through the school website.

### **What qualifies for Parent Volunteer Time?**

Volunteer time that assists the school, teachers and classes qualifies to earn parent volunteer hours. Areas include, but are not limited to:

- Completing tasks for a teacher at the school or at home
- Monitoring in the carpool line or on the playground
- Chaperoning field trips
- Working in the library or office
- Volunteering to help with special events (Family nights, Auction, Holiday Craft Fair, health screenings, performances, etc.)
- Maintaining and improving the school building and grounds
- Serving on school committees (such as Development, Technology, Membership, Scrip Sales, PTO, School Commission, etc.)

### **What does not qualify as volunteer time?**

Time that is spent with only your child, at school or away from school, is good parenting time and not considered volunteer time for the school. This includes:

- Watching your child in a performance or sporting event
- Attending parent/teacher conferences
- Attending sacramental prep classes with your child
- Mandatory parent meetings
- Attending the PTO tea on the first day of school
- **No student volunteer hours count towards total**

### **Other activities that are not considered volunteer time are:**

- Commute time from your home to the school, even to volunteer
- Babysitting children while their parents volunteer at the school
- Time spent completing required schools commitments (such as selling Sally Foster, baking for the Craft Fair, procuring your own auction donation items)

### **What qualifies as Parish Youth Activities volunteer time?**

Time that is spent in Parish Youth Activities is limited to 20 hours per year. This includes:

- Faith Formation (Children's Liturgy of the Word, Vacation Bible School, etc.)
- Girl and Boy Scouts
- CYO Athletics

### **What does not qualify as Parish Youth Activities volunteer time?**

Many parents volunteer in many capacities in our Parish Community. This is good stewardship to the parish but is not considered volunteer time for the school. This includes, but is not limited to:

- Serving on various Parish Commissions
- Working on SOS Committee
- Baking Cookies for Bake Sales
- Setting Up for various parish events
- Cleaning the church

Approved by School Commission 10/18/2007

