

Saint Anne Catholic School

Family Participation Program Policy and Guidelines for School Volunteers

Introduction

Volunteers are an incredible component of the life of our school. Our Family Participation Program encourages your involvement in the school. Through involvement, we get to know one another and are given the opportunity to develop a real sense of “belonging” to the school. Your volunteer efforts are especially needed in fund-raising activities which provide the support that makes it possible to keep our overhead and tuition within manageable levels.

Parental/Guardian Requirements

Every family must sign our “Acknowledgement and Disclaimer Regarding Family Participation Program Policy and Guidelines for School Volunteers” to donate eighteen (18) hours per family [ten (10) hours single-parent family], per year, regardless of the number of children attending Saint Anne Catholic School. Of these hours, three (3) mandatory hours are required of every family to support Fun Fair (1st trimester), our largest fund-raiser; and two (2) mandatory hours are required of every family to support the Christmas Bazaar (2nd trimester). Any family member of junior high age (minimum 7th grade) or older, except the students themselves, may fulfill the hours required.

Program Penalty

Families who do not fulfill their agreement will be billed \$50 per hours for the unfulfilled hours of service. Billing takes place at the end of each semester as outlined below:

	LAST DAY (DEADLINE) TO COMPLETE FAMILY PARTICIPATION PROGRAM HOURS AND SUBMIT VOUCHERS	ASSESSMENT FOR FAMILY PARTICIPATION PROGRAM HOURS NOT COMPLETED - \$50 PER HOUR	PAYMENT DUE FOR FAMILY PARTICIPATION PROGRAM HOURS NOT COMPLETED
1 st Trimester	Thursday, November 12, 2009	Wednesday, November 18, 2009	Tuesday, December 1, 2009
2 nd Trimester	Thursday, February 25, 2010	Wednesday, March 3, 2010	Thursday, April 1, 2010
3 rd Trimester	Thursday, May 27, 2010	Friday, May 28, 2010	Tuesday, June 1, 2010

Cooperation

Each project you select and are asked to perform has a level of commitment. If a teacher, coordinator, or chair person is expecting you on a particular day and time, he/she has planned your participation into the day's activities. It would be irresponsible not to follow through or be prompt. Please call in case of an emergency.

Confidentiality

If you choose to work in school, please remember that most of what you see, experience or become aware of is confidential. A student's progress or lack thereof, personal education needs, behavior or personal problems are all private. Whatever is seen in the classroom must stay in the classroom. A breach of confidentiality is not only a break down in trust but a violation of law. All our children have an equal right to that kind of privacy so that they can be free to grow in a non-prejudiced environment. To share something you may witness with others is not only unfair to everyone but may be out of context/character and very inaccurate.

Special Circumstances

If for any reason it becomes impossible for a family to fulfill the non-mandatory hours per trimester, you must contact Dr. Machinski.

Recording of Volunteered Hours

Hours are accumulated and logged by a voucher system. Please treat these vouchers like cash! It is your responsibility to assure that vouchers are completed and submitted. Each time you volunteer, it is important to:

- ✓ Complete a **Family Participation Program Voucher**.
- ✓ Have the supervising person sign the **Family Participation Program Voucher**.
- ✓ Return the **Family Participation Program Voucher** to the School Office **ON OR BEFORE** the deadline each trimester.

Sample Voucher

Family Participation Program Voucher	
Date:	
Student(s) Name(s):	
Grade(s)	
Volunteer's Name:	
Grade in school if applicable:	
Family Relationship:	
Event:	
Job description :	
Chairperson/Supervisor/Teacher:	
Time in:	
Time out:	
Hours donated (rounded to the quarter hour):	
Chairperson/Supervisor/Teacher Signature:	

To wait for long periods of time between the event and the voucher taxes the memories of everyone involved, complicates record keeping and makes tracking the number of hours necessary to complete the project difficult. Treat the recording of hours as if you are signing in to work. You wouldn't expect your supervisor or

boss to go back and recreate your work schedule if you failed to sign in/out for your shift.

Please remember:

- ✓ All vouchers must be validated by a committee chairperson, teacher or the school principal.
- ✓ Vouchers are available at every volunteer event of the year and in the School Office.

Frequently Asked Questions

Q What if I have more than one (1) child enrolled at Saint Anne?

A You are only required to donate the specified number of hours PER FAMILY.

Q Who is considered *family*

A Any actual relative of a Saint Anne student who donates his/her time and is at least of junior high age (minimum 7th grade) is considered *family*.

Q Can Saint Anne students help fulfill a family's commitment?

A No, but because this program is designed to encourage family involvement, our students are certainly encouraged to participate with their families

Q What if I exceed my hours?

A Please continue to complete vouchers and submit them so we can document the number of hours required for a particular fundraiser or task.

Q What if more than one (1) family member participates in an event?

A EACH family member will accumulate hours toward their commitment.

Q Do I have to be fingerprinted and submit to a background check?

A If you will be working with Saint Anne children in the classroom, on the grounds or on a field trip, you must be fingerprinted and submit to a background check. Contact the School Office for the appropriate forms and releases. (You will be reimbursed for the cost of fingerprinting.)

Q Do I have to attend the Virtus training, *Protecting God's Children*?

A If you will be working with Saint Anne children in the classroom, on the grounds or on a field trip, you must participate in Virtus training. The training is free. You MUST register on-line at <http://www.virtus.org> before attending a Virtus training session. Contact the School Office for more information.

Q Is it okay to just show up at school expecting to donate my time and services?

A No. Under no circumstances is it appropriate to simply "drop in" expecting to be put to work. Teachers and administrators must have time to adequately prepare appropriate tasks for volunteers. Arrangements must be made with classroom teachers at least twenty-four (24) hours in advance.

Q Is it okay to report directly to my work station during the school day when children are in class or in the school yard?

A No. All visitors and volunteers must report to the School Office and sign in before reporting to any area or classroom where children are present. Visitors and volunteers must sign out before leaving the grounds. Failure to observe this requirement will result in a loss of volunteer privileges during the school day.

Parent (Family) Last Name _____

Acknowledgement and Disclaimer Regarding Family Participation Program Policy and Guidelines for School Volunteers

Your willingness to share your faith, gifts and skills is appreciated. Providing safe and secure programs for our members is of utmost importance to us. Please read each of the following statements carefully and initial each to indicate your understanding and agreement.

- _____ 1. I/we had read the Parental/Guardian Requirements and I/we agree to donate the prescribed number of hours per trimester (Family - 6, 6, 6/Single-parent - 4, 3, 3).
- _____ 2. I/we have read the article on Program Penalty and I/we understand that I/we will be billed \$50 for each hour not completed at the end of each trimester.
- _____ 3. I/we have read the article on Cooperation.
- _____ 4. I/we have read the article on Confidentiality.
- _____ 5. I/we have read the article on Special Circumstances.
- _____ 6. I/we have read the article on Recording of Volunteered Hours and understand that I/we am (are) responsible for turning in **Family Participation Program Voucher** to the School Office to ensure accurate accounting **ON OR BEFORE** the posted deadline.
- _____ 7. I/we have read the Frequently Asked Questions.

Signature of Father / Guardian _____ Date _____

Signature of Mother / Guardian _____ Date _____