

## **Holy Family Regional School Mandatory Family Volunteer Policy**

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### **BACKGROUND**

At Holy Family Regional School, we depend upon generous donations of time and talent to keep expenses down and tuition reasonable. It is important that each family offers time and talent for the good of the school, and ultimately for the safety and improvement of services for our children. The purpose of the mandatory family volunteer policy is to have volunteers present during key times of school operations and to support activities that benefit the overall school. For instance, to have volunteers present at recess, lunch, drop-off of children and key activities like PTG, the Board, and fundraising activities. The Mandatory Family Volunteer Policy benefits all school families.

### **NON-QUALIFYING VOLUNTEER HOURS**

While there is also the need for volunteers in a variety of other capacities such as athletics, scouting, robotics, and grade specific activities like field trips and middle school dances, volunteering for these activities does not count under this policy as volunteering is grade or activity specific and is not for the benefit of the whole school.

### **VOLUNTEERS AND REQUIRED CREDITED HOURS**

For purposes of this policy, a volunteer is defined as anyone who, without compensation or the expectation of compensation, performs a task at the direction of and on behalf of the school. The specific details of the policy are as follows:

- Each family registered at Holy Family Regional School will be required to volunteer a minimum of ten (10) credited hours per school year. The safety and health of our children is a priority, a minimum of five (5) credited hours of the ten (10) credited hours must be in school operations.
- A credited hour is time that is credited toward your required volunteer hours as designated in the list below. To incentivize volunteering during certain times of the year (e.g. 2<sup>nd</sup> and 3<sup>rd</sup> quarters), more credited hours are offered for certain activities.
- Volunteers are any HFRS parent, legal guardian, grandparent to a HFRS student, or immediate family member over 18 years of age that may fulfill a family's service obligation.
- Service hours are tracked through the Family FACTS account with oversight by the school designated Volunteer Coordinator.
- If a family is unable to serve their required ten (10) credited hours for the school year, they may opt out of the credited hours by paying a fee of \$50 per credited hour.
- Volunteers who do not show for an assigned commitment will be charged a \$75 per hour inconvenience fee even if all mandatory hours have been fulfilled
- In the event of an emergency, a volunteer must notify the Volunteer Coordinator 48 hours prior to her volunteer commitment time. Substitutes are permitted but the volunteer is required to notify the Volunteer Coordinator of the name of the person substituting for the volunteer. Only HFRS parents, legal guardians, grandparents to an

HFRS student and immediate family members over 18 years of age may be a substitute. In the event a volunteer is unable to fulfill her time due to the illness of a student, the volunteer should attempt to find a substitute and advise the Volunteer Coordinator of the substitute. Otherwise, the Volunteer Coordinator will confirm with the office that the student is out due to illness and the volunteer time will be waived.

- The required volunteer positions listed at the end of this document are those that are known at the time of the publication of this policy. Additional positions may be added throughout the school year if there is the need or positions may be deleted if they are no longer needed. The positions will be posted to a sign-up genius and will indicate the number of credited hours for the position and the number of positions required.

### **TIME FRAME FOR CREDITED HOURS**

Mandatory credited hours for the 2024-2025 school year are to be completed between April 1, 2024 and March 31, 2025. School operations sign-ups will be posted on a quarterly basis. Sign-ups will be filled on a first come first filled basis.

### **BILLING**

Any unfilled credited hours will be due and payable in the fourth quarter. The charges will be billed through FACTS and are due and payable within the month.

### **OTHER VOLUNTEER OPPORTUNITIES**

HFRS continues to request that each family devote at least 20 hours of volunteering to a variety of volunteer activities offered throughout the year (i.e. 10 mandatory volunteer hours plus, at least, an additional 10 hours). While the volunteer opportunities receiving credited hours under this policy are focused on ensuring a vibrant school community and prioritizing the safety and health of our student, we recognize that there are many additional valuable volunteer needs of the students, the school and/or specific grades. Extracurricular activities such as athletics, robotics, boy scouts, field trips, and dances. By volunteering, we will continue to provide a Catholic education fostering spiritual and religious formation, academic excellence, and service to others.

### **CHANGES TO THIS POLICY**

Changes and modifications to this policy and the required volunteer positions listed below may occur from time to time as school requirements and activities change.

## MANDATORY VOLUNTEER POSITIONS

<b>SCHOOL OPERATIONS</b> 5 hours minimum required in one of the areas below	<b>NEEDED</b>	<b>TIMES</b>	<b>CREDITED HOURS</b>	
NC Morning Drop Off	3/day	8:00am-8:45am	1 hour	Daily
NC Recess	4/day	12:00pm-1:45pm	2/2.5** hours	Daily
NC Lunch Service	2/day	11:45 am – 1:00 pm	1.5 hours	Daily
NC Copy Volunteer	2/day	9:15 am – 11:15 am or 1:15 pm – 3:15 pm	2 hours	Per sign-up genius
SC Morning Drop Off	1/day	7:55 am – 8:40 am	1 hour	Daily
SC Recess	4/day	11:00 am-12:25pm	2/2.5 hours**	Daily
SC Lunch Monitor	2/day	11:00 am-12:25pm	2 hours	Daily
SC Copy Volunteer	1/day	9:15 am – 11:15 am	2 hours	Per sign-up genius
*Credit hours are 2 credit hours for 1 <sup>st</sup> & 4 <sup>th</sup> quarters and 2.5 credit hours for 2 <sup>nd</sup> and 3 <sup>rd</sup> quarters.				
<b>Additional Opportunities</b> These may count toward your hours, but you must have 5 hours from school operations. See above.	<b>NEEDED</b>		<b>CREDITED HOURS</b>	
<b>SCHOOL HELPERS</b>				
SCRIPT Coordinator	1		5 hours	Aug-Jun
Gardening Helper	8		2 hours	Aug-Jun
Welcome Back Picnic	4		4 hours	Aug
Open House Tour Guides	6		3 hours	Jan
Open House Bulletin Stuffers	6		1 hour	Jan
Open House Gift Bearers	6		1 hour	Jan
Benefit Evening Assistant (AM)	4		5 hours	February
Benefit Evening Assistant (PM)	4		5 hours	February
Golf Outing Assistant (AM)	4		5 hours	May
Golf Outing Assistant (PM)	4		5 hours	May
Mass Coordinators	2		1 hour	Aug-Jun
Passional Play Assistants	2		6 hours	Mar – April
Christmas Program Assistants	2		4 hours	Dec
Protecting God's Children Assistants	2		2 hours	TBD
Fall Family Night	4		2 hours	TBD
<b>SCHOOL LEADERSHIP</b>				
Strategic Planning Committee	15		5 hours	Aug-Jun

PTG Officer	6		5 hours	Aug-Jun
Room Parent	38		5 hours	Aug-Jun
Finance Council Member	2		5 hours	Aug-Jun
Technology Committee Member	2		5 hours	Aug-Jun
Campus Ministry Committee Member	2		5 hours	Aug-Jun
Enrollment Committee Member	2		5 hours	Aug-Jun
Advancement Committee Member	2		5 hours	Aug-Jun
Facilities Committee Member	2		5 hours	Aug-Jun
Athletic Advisory Committee Member	2		5 hours	Aug-Jun
Academic Excellence Committee				
Mentor Families	50		2 hours	Aug-Jun
<b>PTG LEADERSHIP</b>				
Retail Coordinator	1		5 hours	Aug-Jun
Flower Sale Coordinator	1		5 hours	Aug/May
Fall Festival Coordinator	6		5 hours	Aug-Sep
Trunk or Treat Coordinator	4		5 hours	Sep-Oct
Santa Shop Coordinator	8		5 hours	Nov-Dec
Mother/Son Activity Coordinator	2		5 hours	Jan
Daddy/Daughter Dance Coordinator	4		5 hours	Feb
Fish Fry Coordinator	2		5 hours	Mar
Mothers Dinner Coordinator	6		5 hours	Mar-May
Talent Show Coordinator	2		5 hours	Apr
Field Day Coordinator	4		5 hours	Jun
School Supplies Coordinator	1		5 hours	June-Aug
Room Parent Coordinator	1		5 hours	Aug-June
Used Uniform Sale Coordinator	2		5 hours	May
Staff Appreciation Coordinator	4		5 hours	Aug-June
Celebrating the Arts Coordinator	2		5 hours	May
Culture & Science Event Coordinator	2		5 hours	Jan-Feb
Staff Lunch/Dinner Coordinator	4		5 hours	Oct-Nov
Ice Cream Social Coordinator	4		5 hours	Mar
Staff Gift Coordinator	1		5 hours	Aug-June
Welcome Breakfast Coordinator	2		5 hours	Aug
Family Fun Night Coordinator	1		4 hours	Nov/Feb
Martial Arts Coordinator	1		2 hours	Aug/Apr
Online Ticket Sales Coordinator	1		2 hours	Aug-June
Family Dinner Night Coordinator	1		2 hours	Nov/Mar
Priest Luncheon Coordinator	2		2 hours	Nov/Mar
Family Movie Night Coordinator	2		3 Hours	TBD
<b>PTG HELPERS</b>				
Fall Festival Helper	80		2 hours	Sept
Trunk or Treat Helper	18		1 hours	Oct
Santa Shop Helper (NC)	26		3 hours	Dec

Santa Shop Helper (SC)	26		3 hours	Dec
Field Day Helper (SC)	40		3 hours	June
Field Day Helper (NC)	50		3 hours	June
Mothers Dinner Helper	30		2 hours	May
Daddy Daughter Dance Helper	20		2 hours	Feb
Staff Lunch/Dinner Helper	6		3 hours	Nov
School Supplies Helper	5		2 hours	Aug
Talent Show Helpers	10		2 hours	Jan - Mar
Used Uniform Sale Helper	15		2 hours	May
Celebrating the Arts	10		1 hour	TBD
Family Movie Night Helper	6		2 hours	TBD
Ice Cream Social (NC)	8		2 hours	Mar
Ice Cream Social (SC)	8		2 hours	Mar
Flower Sale	8		2 hours	Sept/May
Fish Fry	10		2 hours	Mar
Mother Son Bowling	4		1 hour	Jan
Science Fair	10		1 hour	Jan
*Credited hours between April 1, 2024 and March 31, 2025 count toward the 2022-2023 requirements				