

## **Holy Family Regional School**

### **Required Volunteer Hours 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 improvement of services for our children. For the 2021-2022 school year, HFRS is implementing a required volunteer policy sharing volunteer responsibilities evenly among all school families.

#### **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. As 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.
- 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 sign-up genius 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.
- In the event of an emergency, a volunteer must notify the Volunteer Coordinator 24 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.
- 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. The positions will be posted to a sign-up genius and will indicate the number of credited hours for the position.

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

Required credited hours for the 2021-2022 school year are to be completed between April 1, 2021 and March 31, 2022. Some credited hours between April 1, 2021 and June 9, 2021 will count toward the 2021-2022 school year. They are designated in the list below.

Volunteer Sign-Up for the 2021-2022 school year for most volunteer opportunities and for the first quarter of school operations will be released on March 22, 2021. Thereafter, school operations sign-ups will be posted on a quarterly basis. Sign-up will be filled on a first-come first-filled basis.

### **BILLING**

Every family's FACTS account will be invoiced for \$500 at the beginning of the school year. As families fulfill their credited hours, the FACTS account will be adjusted to reflect the credited hours served. \$50 per credited hour served will be credited to the invoice. Any unserved credited hours will be due and payable on April 5, 2022. In the event a family elects not to serve their credited hours, they may pay the invoice at any time on or before April 5, 2022.

### **OTHER VOLUNTEER OPPORTUNITIES**

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 school and/or grades. Extracurricular activities such as athletics, robotics, boy scouts, and grade specific activities such as the 8<sup>th</sup> grade school play, field trips, 5<sup>th</sup> grade camp, can only occur if we have the dedicated help and support of our parents. HFRS continues to request that each family devote at least 20 hours of volunteering to a variety of volunteer activities offered throughout the year. Together 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.

## REQUIRED VOLUNTEER POSITIONS

POSITION	NEEDED	TIMES	CREDITED HOURS	
<b>SCHOOL OPERATIONS (5 hours minimum required in one of the 6 areas below)*</b>				
NC Morning Drop Off	3/day	8:00am-8:45am	1 hour	Daily
NC Playground Supervision	4/day	12:00pm-1:45pm	2 hours	Daily
NC Lunch Service	2/day	11:45am-1:00pm	1 hours	Daily
NC Lunch Supervision	4/day	12:00pm-1:45pm	2 hours	Daily
SC Playground Supervision	4/day	10:45am-12:30pm	2 hours	Daily
SC Lunch Supervision	2/day	10:45am-12:30pm	2 hours	Daily
<b>SCHOOL HELPERS</b>				
Fund Our Future Raffle Chair	1		5 hours	Aug-Oct
SCRIP Coordinator	1		5 hours	Aug-Jun
Gardening Coordinator	1		5 hours	Aug-Jun
Gardening Helper	8		2 hours	Aug-Jun
Welcome Back Picnic**	4		4 hours	Aug
Open House	6		4 hours	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
<b>SCHOOL LEADERSHIP</b>				
School Board Member	15		5 hours	Aug-Jun
PTG Officer	5		5 hours	Aug-Jun
Dads' Club Officer	4		5 hours	Aug-Jun
Room Parent	37		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 Committee Member	2		5 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 Bowling 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
Authors in April Coordinator**	1		5 hours	Aug-Apr
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
<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
Authors in April Helper	30		2 hours	Apr
Staff Lunch/Dinner Helper	6		3 hours	Nov
School Supplies Helper	5		2 hours	Aug
Used Uniform Sale Helper	15		2 hours	May
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, 2021 and June 9, 2022 count toward the 2021-2022 requirements				
**Service in the 2020-2021 school year will count toward credited hours for 2021-2022 requirements				