



## Valley Catholic Elementary School 2009-10 Service Hour Procedures

### **PLEASE READ THIS CAREFULLY!!!**

This is what you need to do to ensure proper credit of the service hours you complete:

- 1) Take a service hour voucher with you whenever you go to school to volunteer.
- 2) Please fill in the event you are volunteering for and the number of hours worked. Most importantly, you **MUST** have the event chairperson or school staff member sign that you have worked those hours. *Please do not turn in a voucher without signatures.*
- 3) Make and keep a copy of your service hour voucher whenever you turn it in.
- 4) After you turn in your voucher it will be forwarded to the Service Hour Recorder. The hours will be recorded and your voucher returned to you dated, initialed and stating how many hours you have completed. If you do not receive these forms back within two weeks, call Derek or Linda Compton at 503-640-8912, to follow-up. They may have been lost and you will not receive credit for your hours. Keep these forms, as they are the proof that you have completed the hours.
- 5) Service hour vouchers must be turned in on or before the last day of school. After that date, all inquiries should be directed to Principal, Susan Friesen.

**PLEASE NOTE: EVERYONE** WHO VOLUNTEERS AT SCHOOL OR AT ANY SCHOOL-SPONSORED ACTIVITIES WHERE OUR STUDENTS ARE PRESENT, **MUST** SUBMIT TO A CRIMINAL BACKGROUND CHECK **AND** ATTEND A “CALLED TO PROTECT” SAFE ENVIRONMENT TRAINING **BEFORE THE EVENT**. THE FORM FOR SUBMITTING INFORMATION TO OUR CRIMINAL BACKGROUND INVESTIGATING AGENCY IS AVAILABLE IN THE SCHOOL OFFICE. THE “CALLED TO PROTECT” TRAININGS WILL BE SCHEDULED PERIODICALLY THROUGHOUT THE SCHOOL YEAR.

**The following policy is quoted from the Parent/Student Handbook, p. 36:**

*Each family is expected to provide up to 30 service hours each year. Single parents commit to 15 hours. Parents help us keep operating costs down by performing volunteer tasks. Hiring additional personnel directly affects the cost of tuition. In that regard, we consider service hours to be part of our tuition structure. Volunteering also gives parents an opportunity to become actively involved and feel more a part of our school community. It's a great way to get acquainted with other families!*

*Since service hours are part of our tuition structure, these hours must be served working in direct support of Valley Catholic Elementary School. They cannot be accumulated by coaching athletic teams outside of our own school community, or leading or assisting with a broader community-based girl or boy scout troop, 4H club, or the like. However, an exception is allowed if the teams, troops, or clubs are primarily comprised of current Valley Catholic Elementary School students. They also will not be given for attending school events or meetings, like “Curriculum Night”, evening music programs, or parent/teacher conferences. They are not given for volunteering in your own church or other charitable, non-profit service organizations or events. Also, donated goods cannot count toward service hours. However, service hours will be given for volunteering to help with our own school community's extra-curricular activities, fundraising and social events, the auction, classroom activities, the Parent Teacher Committee Executive Council and various PTC committees, lunchroom or playground supervision, room parents, field day, field trips, or wherever an unanticipated need for volunteer help might arise during the year. We also have an agreement with the middle school to allow you to earn volunteer service hour credit for assisting with their speech tournament, science fair, 7<sup>th</sup> and 8<sup>th</sup> grade CYO athletic teams, and the Beaverton Celebration Parade. However, at this time, these are the only campus events outside the elementary school that may count for service hours.*

*Service hours in excess of the 15 or 30 expected of each family each year may not be carried over to the next year. However, check with your employer to see if they have a volunteer grant program. Many companies give grants to schools where their employees volunteer. Often there is no limit to the number of volunteer hours employees may perform.*

*The Parent Teacher Committee coordinates and keeps an accounting of all service hours. Information regarding volunteering opportunities is sent home at the beginning of each school year, with a “Service Hour Voucher” form.*

*Please understand that since service hours are part of our tuition structure, if the hours are not served, or if the family does not make the initial decision to pay a \$500 fee in lieu of performing service hours, unserved hours will be billed at a rate of \$17 per hour at the end of the school year. Also be aware that if this bill is not paid, admission for the coming school year will be denied.*