

St. Mary School

Volunteer Service Hour Information

A qualifying volunteer service hour is one that has anything to do with your help in a St. Mary **school** function. As per tuition agreement, each family is required to commit sixty hours (thirty hours for single parent families). Each service hour has a monetary value of \$10 per hour.

Families can buy out up to 50% of their service hours for **specific, approved** purchases from this list: a) items on the School/Teacher's Wish Lists b) purchasing food items for PTG parent meetings c) purchasing food items for Extension Center. With the exception of Extension Center purchases, **receipts (originals or copies) need to be attached to Service Hour Tracking form.** For Extension Center purchases, submit receipts directly to Extension Director. The Director will approve purchases and submit service hour credit monthly to Service Hour Coordinator. Any other purchases must be approved by Principal **before** the purchase is made.

Frequently Asked Questions:

Who may perform service hours?

Adult family members, parents, grandparents, adult siblings over 18 years old, may perform service hours. Some activities may require volunteer to be live scanned. Please check with school office to see if live scanning is required.

Are Service Hours transferable?

Service hours are not transferable. Families may not accumulate service hours for the benefit of another family. Service Hours may not be carried forward from one year to the next. Any exceptions must be approved by Principal.

How do I get credit for my service hours?

It is the responsibility of each family to record service hours on the Service Hours Tracking form and to turn in the form (for lump sum credit or hourly credit) to the school office. Service Hour Tracking forms are sent home every last Friday of each month. If additional forms are needed they are available in the school office. Hours can not be credited if they are not submitted on the Service Hours Tracking form. When you have reached your required hours, it is not necessary to continue submitting Service Hours Tracking forms.

What if I have difficulty performing Service Hours?

Service hours are flexible and not restricted to the school day. There are many volunteer opportunities that can be done at your convenience for special events that do not need to interfere with your work schedule. In addition, families can also buy out up to 50% of their service hours for specific, approved purchases listed above. If completing your service hours causes a hardship, please contact the Principal.

What service hour opportunities qualify for a lump sum of hours vs. hourly credit?

The following service hour opportunities qualify for a lump sum of hours. If jobs are shared, hours will be shared.

<u>Opportunity</u>	<u>Service Hour lump sum value</u>	<u>Approved Double Service Hour Opportunities</u>
PTG Board Member	60	- Fall Fiesta Prep day on July 16 th , 2011
Great American Coordinator	60	- Fall Fiesta Setup or Tear Down
Scrip Coordinator	60	
Yearbook Coordinator	60	
Snack Shack Coordinator	60	
Sports Team Coach	40	
Room Parent	30	
Fat Tuesday Chairperson	60	
Father Daughter Dance Coordinator	60	
PTG Meeting Attendance per family, per meeting	2	

All other opportunities will receive hourly credit such as Accelerated Reader Helper, Field Trip driver, Classroom helper, Hot Lunch Helper, etc. Refer to St. Mary's Handbook at www.stmesc.org for more examples of service hour opportunities.

Who do I contact if I have questions or if I need to verify how many service hours I have accumulated?

Contact the Service Hour Coordinator - Mary Williams at mary_L_williams@sbcglobal.net or by telephone (760) 747-5954.