



2018-2019 St. Andrew the Apostle School **Volunteer Guidelines**

Similar to other diocesan Catholic schools, *St. Andrew the Apostle Catholic School* has a parent volunteer hour requirement for each family. The main purpose for the volunteer program is to offset the costs associated with providing a quality educational experience and a variety of enrichment activities for our students. Parent volunteer duties are necessary to support the school faculty and staff in conducting day-to-day school activities, special activities/events, and to coordinate fundraising events that generate revenue to benefit the entire school. Opportunities for both in-school and at-home volunteer assignments are available throughout the school year.

The guidelines for the 2018-2019 school year are as follows:

- Each grade K-8 family is required to donate a minimum of forty (40) volunteer hours during the school year.
- If a K-8 family is unable to complete the forty (40) volunteer hours, a \$500 opt out fee or pro-rated fee [based on the number of volunteer hours completed] will be assessed. If you know that your family's schedule will not allow you to complete volunteer hours, please submit your \$500 payment, made payable to "St. Andrew School PTO", to the school office to the attention of the PTO Treasurer.
- Faculty and staff of St. Andrew the Apostle School are exempt from the volunteer requirement.
- Volunteer hours performed above the minimum forty (40) hour requirement do not carry over to subsequent school year(s).
- All hours are earned on a 1 for 1 basis with the *exception* of lunch, recess, art, computer, library duty, and food items. Specifically:
 - Lunch and recess duty will receive three (3) hours credit for each day served
 - Art, computer, lab learner, and library duty will receive two (2) hours for each class period served
 - baked food items will receive a maximum of two (2) hours per event
 - Monetary items (purchased goods that are donated, etc) can accumulate to reduce the number of hours owed toward your required 40 hours. One hour of time will be counted for every \$9 in donated value. For example, if you donate cases of water to an event and they cost you \$18 to purchase, you will get 2 hours of time deducted from your required 40 hours.

- Quarterly Dress Down Days - Eligibility:
 - Volunteering at least once per month for recess, lunch, art, library, lab learner, or a technology class will earn one dress down coupon per quarter per child in the family, to be used only on the designated dress down day. Volunteers must check-in at the school's check-in computer in order to have these hours recorded & credited towards the dress down day.
 - Once a family has completed a minimum of forty (40) volunteer hours, each child in that family will receive the dress down day coupons for the remainder of the year.
 - Children of Executive PTO Board members
- PTO Executive Board members will receive 40 hours of volunteer credit for the school year.
- Boy /Girl Scout and/or Trail Life Troop Leaders will receive twenty (20) hours of credit per school year and Coordinators will receive ten (10) hours of credit per school year.
- Back to School Supply Coordinator, Book Fair Coordinator, Forks, Corks, & Kegs Coordinator, Odyssey of the Mind Coordinator and Coach, PTO Dinner Coordinator, Race for Education Coordinator, Secret Santa Sale Coordinator, In School Volunteer Coordinator (SignUp Genius Coordinator), and Yearbook Editor will receive forty (40) hours credit per school year.
- CYO Commissioner will earn forty (40) hours credit per school year.
- No volunteer hours will be earned through time spent volunteering for committees.
- **All volunteers:**
 - must check-in at the school office using the School Check-In System (the hours performed at school are logged into that computer).
 - Any hours performed outside of school **MUST** be emailed to the PTO Vice Presidents of Volunteers, Heidi Haynes and Melissa Devine (volunteers.standrew@gmail.com) in order to be credited towards a family's volunteer hour commitment. Your email must include:
 - family name;
 - name of the event;
 - number of hours completed; and,
 - a description of the services volunteered.
 - Any emails with hours performed outside of school should be sent to the PTO Vice Presidents of Volunteers within thirty (30) days of completion.
- VIRTUS training [Protecting God's Children Program], paperwork and a background check are required by the Office for the Protection of Children and Young People in the Diocese of Arlington for anyone who will have substantial contact with children in the volunteer position. "Substantial contact" means contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and occurs on a routine and/or ongoing basis. There are several VIRTUS training

programs going on throughout the Diocese of Arlington. Please refer to the VIRTUS website for a list of available dates.

- Volunteers should arrive on time on the days they have signed up to assist with a class, activity or event.
- Many volunteer positions are posted through the online signup program “SignUp Genius”. Each family must provide at least one valid email address to the PTO Vice President of Volunteers and the school office to be used for volunteer-related communication. Each family must set up a free account with signupgenius.com to access the signup sheets for various school activities and events.

- Cancellations:

Volunteers who have to cancel a scheduled signup are expected to find a replacement for their time slot OR delete their signup from signupgenius.com **AND** contact either the person who created the signup sheet or the event coordinator. Cancellations must be received in advance of the scheduled time. If a volunteer fails to show up for their scheduled commitment on **three (3) occurrences** or shows up late for their scheduled time on **(three) 3 occurrences**, future signups will be removed from the signup sheet for the scheduled class or activity and no volunteer credit will be given. The volunteer can seek other opportunities to earn hours or pay the opt-out fee.

- Cell phones may not be used while performing volunteer duties at school.
- Due to safety regulations, younger siblings cannot accompany their parents who volunteer for duties in the school building, on the playground (i.e., lunch, recess, and classroom instruction) or on field trips. When a parent volunteers to supervise students or assist a teacher, younger siblings cannot be sufficiently supervised or their presence may create a distraction to instruction and/or a safety and liability issue for the school. We must have an educational environment that is safe for all children and conducive to learning. Childcare arrangements need to be made for younger children if you plan to volunteer during the school day. Exceptions to this policy must be submitted at least 72 hours in advance to the school office.

We hope that parents will embrace the wealth of opportunities available to enrich our students’ Catholic education through volunteerism. For questions or more information about volunteer opportunities, please contact the PTO Vice Presidents of Volunteers, Heidi Haynes (heidi@heidihaynes.com) and Melissa Devine (volunteers.standrew@gmail.com).