



# Volunteer Hours Record

## 2022/2023 School Year

Family Name: \_\_\_\_\_

Date	Volunteer Activity	Hours	Signature of Coordinator of Volunteer Activity

More information on Volunteer hours, and opportunities are listed on the back of this form.  
There is also more information in the Student Handbook.

*thank you volunteers*

## VOLUNTEER HOURS REQUIREMENTS

Parents are asked to be generous with their time by volunteering at parish and school functions, and assisting with special needs that the parish and school has throughout the year. Each family of a full time student (K to grade 6) will be required to volunteer a total of 8 hours throughout the school year. Families with only a 4 Pre-K student will be required to volunteer a total of 4 hours throughout the school year. Families with only a 3K Preschool student will be required to volunteer 2 hours. For those families who would rather not volunteer or who are unable to assist, you may pay a volunteer fee of \$25.00 per hour.

If you cannot volunteer for the entire number of hours required, any hours not volunteered will be billed at a rate of \$25.00 per hour. For example, if you only work 5 out of 8 hours, you will be responsible for \$75.00.

If parents are unable to volunteer, immediate family members may volunteer in place of the parents. If a volunteer opportunity involves directly working with children, you will be required to complete a VIRTUS class before you can volunteer. See the VIRTUS section for more information.

All families will receive a volunteer hours form at the beginning of the school year. It is the responsibility of each family to record their volunteer time and have it signed-off on by the coordinator of the event. Once families have completed the required number of volunteer hours, forms should be returned to the school. All families should complete the required volunteer hours or have a plan to complete them by May 1 of the current school year. If forms are not returned or a plan to complete the required hours is not communicated to the school by May 1 families will be billed for the volunteer hours not fulfilled. Volunteer hours must be worked by the last day of the current school year.

# VOLUNTEER OPPORTUNITIES

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### Events that qualify for volunteer hours include, but are not limited to:

- Leading, organizing, or assisting with school fundraisers (Christmas trees & wreaths, SCRIP sales, etc.)
- Attending Parent Fundraiser Meetings (Only half of the time will be applied)
- Decorating the School Float for the Christmas Parade
- Chaperoning or driving for class field trips
- Assisting teachers in the classrooms
- Religious Education
- Bulletin Boards - school and churches
- Assisting at Holy Family Parish functions

**Opportunities for volunteer hours will also be highlighted in the monthly school newsletter.**

**If you have any questions, please ask.**