

Family Participation Hours Information

In accordance with the School Financial Agreement families who complete **25 Family Participation Hours** of service for the school year will be eligible to receive a **Registration Fee Discount** when registering for the following school year.

Online Hours Reporting - Families are responsible for reporting their service hours. Hours are reported to coincide with the actual school year. Summer service hours are applied toward the upcoming school year.

To Report Hours

Instructions on how to log Family Participation Hours through **SchoolSpeak**, our new school management program will be published when available.

Hours Reporting Deadline - Hours must be reported by the last day of school.

Hours Verification – Hours are verified by the Administration.

Hours & the Registration Fee Discount – Registration for returning students takes place in March. Families registering returning students for the next school year who have **completed their 25 Family Participation Hours** of service for the current school year, are eligible to receive a **\$100 Registration Fee Discount** per student.

Multiple Responsible Families – If the completion of hours is **divided between parties, *both*** parties must have a **combined total of 25 service hours** reported in order to be eligible to receive the Registration Fee Discount.

Projected Hour Completion – Families may be granted the Registration Fee Discount based on projected completion of the 25 service hours. Projected hours must be completed and recorded by the last day of school. Families granted the discount based on projected completions **who do not meet the 25 service hour requirement will have the discounted amount added to the August installment payment of the new school year. Families who have paid their tuition in full will be billed.**

Hour Opportunities – Hours are given for a variety of services/involvement throughout the school year. Hour opportunities and sign-ups for large fundraisers and events may be posted in the entryway lobby or online. Other needs throughout the school year are published through email blasts, on the school website or sent home by teachers. **For a complete listing of hour opportunities, please reference the Behively Submit Volunteer Hours tab.** Some areas with opportunities include the following:

- Parent Club Meetings
- Parent Club Officers
- Athletics
- Classrooms **
- CSAC Members
- Decathlons
- Donations *
- Extension
- Extra Curricular Clubs
- Field Trips**
- Fundraisers
- Library
- Work Parties ***

Donations & Hours Granted** - Items/Baked Goods are requested throughout the year for various fundraisers and events. Donated items receive hours only if they are **specifically requested**. i.e. paper plates, paper cups etc. A **maximum amount of 3 hours** is granted for purchased donations/auction donations per family, per event. Additional hours ***will not be granted for donations exceeding the requested amount or exceeding \$60 in cost or value. **Please see reverse side for hours guideline.**

Homemade Goods = 2 Hrs. Per 2 Doz., Main Dish or Dessert

Store Bought Food/Donation Items are figured in \$20 increments:

\$20 = 1 Hr, \$40 = 2 Hrs, \$60 and up = 3 Hrs. maximum

Note: The 3 hour maximum may be waived and additional hours may be granted at the principal's discretion.

**** Classrooms & Field Trips** – Throughout the school year, all classes need parents to chaperone and/or drive on field trips or assist in the classroom with various needs. Parents are asked to assist in these services as they approach. **(Please see the Volunteer Requirements flyer if direct interaction with students is required)**

***** Work Parties & Clean-up** – All after fundraiser cleanup, building maintenance projects and work party events **earn double hours.** Work party dates are published in the monthly calendars and through email blasts.

Volunteer Requirements - All parents assisting in the classroom, chaperoning field trips, or engaging in any volunteer activities that require direct interaction with students must have the following on file in the office:

- ✓ ***Signed Parent/Student Handbook Agreement Form**
- ✓ ***School Volunteer Agreement Form**
*Given to all families at the start of the school year, both of these forms must be signed, dated and returned to the office.
- ✓ **Fingerprint Clearance** - Fingerprint forms are available on the school web site www.stfranciselem.org – click on the Forms icon. Fingerprinting may be done through any authorized institution. **Cost of the processing fee varies and is the responsibility of the parent.** Fingerprinting must only be done once. If you have already been fingerprinted for the previous year, it is not necessary to have them redone. **Fingerprint clearance by another school outside the Sacramento Diocese, another agency or employer cannot be accepted.** Fingerprint clearance is reported to the Diocese and then forwarded to the school. ***This process can take up to 3 weeks.*** If you are unsure of your fingerprint status, please check with the office.
- ✓ **Certificate of Completion of Safe Haven** the Sacramento Diocesan online training program through Catholic Mutual Group. Access to **Safe Haven**, the online training program for the diocese, can be found at <https://sacramento-schools.cmgconnect.org>. Parents must be recertified every 3 years. Notification will be sent when retraining is required.
- ✓ **Field Trip Drivers** -must have a ***Verification of Automobile Insurance Form***, as well as a **current copy of their driver's license** and **proof** of \$100,000 individual/\$300,000 bodily injury, \$50,000 property/\$5000 medical per person & \$100,000 uninsured motorist automobile insurance on file.

Volunteer Requirements are stipulated by the Diocese. Parents without the above documentation on file will not be allowed to engage in activities that directly interact with students. **No exceptions.**