

St. Francis of Assisi Elementary School Family Participation Hours Information 2011-2012

Hour Requirements – In accordance with the School Financial Agreement 2011-2012 signed by all registered families, it is mandatory for all families to contribute a minimum of 25 hours of service in support of the school and its activities. In compliance with the School Advisory Commission 2011-2012 policy, ten of these hours must be manually worked on APPA Fundraisers;

(5) Hours of service must be earned working a Fall/Winter Event. i.e. Back to School BBQ, Jogathon, See's Candies.

(5) Hours of service must be earned working a Spring Event i.e. Crab Feed, Pancake Breakfast, Spring Auction

This policy applies to all families including SAC Members, APPA Officers & Event Chairs. Families are responsible for recording and reporting hours using the Family Participation Hours Report Form. It is the responsibility of each family to obtain verifying initials.

Hour Opportunities

- ❖ **Parent Club Meetings** – Hours are given for attending. Days and times are posted on the website www.stfranciselem.org.
- ❖ **Postings**—Current hour opportunities and sign-up sheets will be posted in the entryway lobby for large fundraisers and events. Other needs will be published on the website, the Wednesday Envelope or sent home by teachers.
- ❖ **Classroom**—To volunteer for hours in a classroom, contact the teacher directly or check for postings on the website.
- ❖ **Field Trips**—All classes will need parents to chaperone and/or drive on various field trips throughout the school year. Parents will be asked to assist in these events as they approach. **(Please see Volunteer Requirements.)**
- ❖ **Donation Items/Baked Goods** – Donation 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. Hours given are as follows:
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 = 3 Hrs.

A maximum amount of 3 hours is granted for purchased donations per family, per event.

Auction Donations - 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.

- ❖ **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, through email blasts and the Wednesday Envelope.

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:

- ✓ **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
- ✓ **School Volunteer Agreement Form** - Volunteer Agreement forms are given to all families at the start of the school year.
- ✓ **Completion Certificate of the Sacramento Diocesan Safe Environment for Children online training program** - Access to **Shield the Vulnerable**, the online training program for the diocese, can be found at shieldthevulnerable.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.

Diocesan Guidelines stipulate that only parents or guardians may perform required family participation hours. **Dates** – Hours are reported to coincide with the actual school year. Summer service hours will be applied toward the upcoming school year.

Due January 6, 2012 – A current accounting of accumulated hours, Due June 6, 2012 – Volunteer hours must be completed and the Family Participation Hours Form must be received.

A \$500 Non-Participation Registration Fee will be billed following the June 6, 2012 deadline to any family who does not fulfill their service hours. This fee must be paid prior to returning the following school year.

*The Additional Registration Fee may be waived at the discretion of the principal.