

Parent Service Hour Program Guidelines

1. Fifteen (15) service hours are required per family per school year.
2. Service hours are given for any service that directly benefits Catholic of Pointe Coupee.
3. If a family chooses not to participate, there will be a financial obligation of \$500 due and payable together with tuition for the upcoming academic school year. Parent Service Hour Forms are due on March 31st of each year. If we do not receive your completed parent service hour form by March 31, 2018 and/or less than 15 hours of service are performed you will be billed for the unperformed service hours. **NO EXCEPTIONS!**
4. Service hours may be completed by any non-student family member or designee. Students cannot perform parent service hours.
5. The service hour program runs from April 1 – March 31st. Parents can earn service hours for the 2017/2018 school year from April 1, 2017 – March 31, 2018.
6. Service hours may not be sold, transferred, or carried over to the following year.
7. Service Hours will **only** be counted if submitted on the approved **Service Hour Form** via fax (638-3563), email (rkellerman@catholicpc.com), mail or hand delivered to the Business Office (405 Louisiana St., New Roads) or sent to school with your child. The form is on the website under Resources > Parent Responsibilities. Please keep a copy for your own records. If you send your form with your student, please know there is a risk that it may not reach the office. Please note that sign-in sheets do not replace Parent Service Hour Forms.
8. **EXEMPTION:** Due to the large number of volunteer hours worked by those serving in the following roles, they will not be required to list all Service Hours but must complete the Exemption section of the Service Hour Form and submit to the Business Office before March 31st. (Exemptions apply to: School Board members, Home & School President and VP, Green Hornet Club President and VP, volunteer athletic coaches)
9. If a family performs more than 15 hours in a given school year, your name will be placed in a drawing for discounted tuition for the following school year. You will be awarded an additional entry into the drawing for hours worked in excess of the minimum required hours. For example, if you turn in the following number of **APPROVED** hours, you will receive the following number of entries into the drawing:
 - 15 hours – no entry into drawing
 - 16-20 hours – 1 entry
 - 21-25 hours – 2 entries
 - 26-30 hours – 3 entries
 - 31-35 hours – 4 entries, etc.
10. **Service opportunities are communicated via school emails/texts and may be found on the school website.**

Additional Rules and Regulations:

*Chaperoning Elementary field trips does not count toward your service hour requirement. The only field trips that count toward service hours are the 7th/8th grade Washington/New York and Beta Club Convention. These approved field trips have a **MAXIMUM OF 10 HOURS** that can count toward Parent Service Hours. In addition, only one family member may receive service hours for these particular field trips.*

Transporting your student to and from school activities will not count toward Parent Service Hours unless you have been asked by the school to be an official driver for students to a particular event.