

MEMORANDUM

October 17, 2011

To: Parents of St. Joseph & Our Lady of Lourdes students

From: School Advisory Council Members

The time has come to begin the implementation of the St. Joseph School System's Family Service Hours Policy. Effective, Monday, October 24, 2011, all parents of school aged children will be required to earn service hours on a semester basis. It will be the responsibility of parents to keep up with their service hours and report them to their child's respective school at designated times each semester. Due to the fact that we are implementing the program late this semester all required service hours have been cut in half to accommodate everyone. Any parents who do not earn the required hours each semester, an assessment of \$10.00 will occur for each required hour not reported. Any hours earned from this past summer to date count in your accumulation for this semester. Please find attached to the Family Service Hour Policy, a copy of ways to earn hours throughout the year as well as a copy of the form to maintain any service hours on a semester basis.

If you have any questions, please do not hesitate to contact the principals at your child's respective school or a member of the school board for any clarification.

Sincerely,

SAC Members

Jenny Thompson, President

Stephanie Kent, Vice President

Etc.

# Family Volunteer Policy

## Family Service Hours

St. Joseph School System (St. Joseph School & Our Lady of Lourdes)  
Greenville, MS

### **THE REASONS**

The objective of service hours is to create a community spirit in the school while providing valuable service indirectly providing financial assistance and generous support. The benefits of total family involvement in our community are great. Parents (and grandparents, etc) working on behalf of the school help to strengthen and increase our spiritual and scholastic environment. National studies indicate that students perform at higher levels when parents are actively involved in their children's school. Additionally, service hours contributed at SJS help to provide an economic bridge between tasks necessary to operate our school and the ever increasing demands on our budget.

### **THE REQUIREMENTS**

Beginning this school year each family is being asked to provide a minimum of:

10 Service Hours - Single Parent Households

12 Service Hours - Married Households

The Service Hour calendar began in August and ends on April 30th. Service Hours performed after April 30th will be credited toward the next school year.

**For each incomplete service hour, families will be billed and invoiced at the end of the first semester, and at the end of the school year. A fee of \$10.00 will be charged for each incomplete service hour.**

### **WHAT QUALIFIES AS SERVICE HOURS AT ST. JOSEPH SCHOOL SYSTEM?**

- Almost all efforts directed toward assisting our school are acknowledged. Service hours may be counted for volunteer hours in any of the many activities sponsored by the schools which are summarized in this packet titled "Service Hours Opportunities". Keep in mind every effort will be made to assist single parents, working parents, and parents of infants who may require "take home" work.
- Additionally, one service hour may be earned for every \$10.00 spent toward a school donation or purchase (hospitality, class parties, event supplies, etc.) You **cannot** receive service hours for donations that produce a tax-deductible donation letter from the school. Furthermore, service hours **cannot** be given for events that are not school sanctioned **or** for private purchases at fundraisers. (for family benefit)

## **RECORDING SERVICE HOURS**

Families are responsible for keeping a record of their service hours and documenting them in the "SERVICE HOURS NOTEBOOK", which is kept at the front desk at each school.

- There is a designated page for each family at SJS
- There are no "automatic hours given" all hours must be recorded
- Please round your time up or down to the nearest 1/2 hour
- If you reach your year goal before the end of the year - **don't stop recording! (It is important for us to know how many hours are logged for the various events.)**

### **EXAMPLE OF HOW TO RECORD HOURS** **IN "SERVICE HOUR NOTEBOOK"**

#### **The ABC Family**

<b>DATE</b>	<b>ACTIVITY</b>	<b>TIME/\$\$ SPENT</b>
August 20th	Set up chairs for event	1.5 Hours
September 3rd	Help with Book Fair	2 Hours
September 10th	Teacher Snacks	1 Hour
October 25th	Purchased Food /Teacher Snacks	\$20.00 / 2 Hours

Each family is responsible for stopping by the office to record their hours. If an emergency prevents you from entering your information, please contact our Service Hour Volunteer for assistance. An update of recorded service hours will be sent home to each family quarterly.

**(Please note that we cannot report on any hours not recorded in the notebook)**

## SERVICE HOUR OPPORTUNITY

1. Advisory Council
2. Irish Family
3. Box Tops for Education
4. Campbell Soup Labels
5. Scrip
6. Kroger Card
7. Classroom Volunteers
8. Field Day Helpers
9. Middle/High School Retreat
10. Elementary Field Trip Assistance
11. Back to School Bash
12. Athletic Chaperone
13. Concession Stand
14. Chaperone Trip/Event
15. Fundraiser - Fall or Spring
16. Hospitality Committee
17. Grounds Beautification
18. SJS Executive Board
19. Book Fair Assistance
20. Parent's Night Out Committee
21. Parish Fair
22. Room Mothers
23. Service Hour Coordinator/Recorder
24. Other

