

# VOLUNTEER SERVICE HOURS

## Summary

Each year, St. Monica Academy thrives as an academic institution in part because of the generous service of its families. Whether assisting a teacher in the classroom, organizing a wonderful school event, providing baked goods for a concert, or driving our children on a field trip, parents share in the school's mission when they give freely of their time, treasure, and talents.

**The purpose of this chart** is to give you an idea of the kinds of volunteer service opportunities available to fulfill your family's 40-hour minimum; how much time may be earned for various services; and who is authorized to sign off on hours. *The list is in no way meant to be exhaustive*—parents often find other ways to offer their unique abilities on behalf of our school.

**The Parent Guild**, which organizes both school events and ongoing services to the SMA community, is another way to earn service hours. Parent Guild positions and committees are listed on the reverse side.

If you have a question about service hours, please just ask your room parent, the service hour coordinator, or a Parent Guild board member.

| Service time awarded for:  | Time awarded   | Volunteer Service Hours Form to be signed by: |
|--|--|---|
| <b>Teacher or Classroom Support</b>  |  |   |
| Helping in your child's classroom  | By the hour ( <i>i.e., to the nearest half hour</i> )            | Your child's teacher                          |
| Carpooling students to field trips and/or chaperoning                            | By the hour  | Your child's teacher                          |
| Completing at-home projects for your child's teacher                             | By the hour  | Your child's teacher                          |
| Serving as a room parent   | By the hour  | Parent-Teacher Liaison                        |
| Providing classroom supplies, books, or prize-box items at the teacher's request | 1 hour for every \$15 spent (provide receipts)                   | Your child's teacher                          |
| Hosting an event at your home for parents and/or students                        | By the hour, plus 1 hour for every \$15 spent (provide receipts) | Room parent                                   |
| <b>School Event Support</b>  |  |   |
| Chairing a school event as a committee chairperson                               | By the hour  | No signature required                         |
| Attending meetings held to help organize events                                  | By the hour  | Event chair                                   |
| Assisting with set-up and clean-up   | By the hour  | Event chair                                   |
| Providing baked goods (see the section below)                                    | 1 hour for every \$15 spent (provide receipts)                   | Event chair                                   |
| Providing paper goods, disposable table cloths, etc.                             | 1 hour for every \$15 spent (provide receipts)                   | Event chair                                   |
| Creating a flyer, program, invitation, or other printed materials                | By the hour  | Event chair                                   |
| Creating advertisements, graphic displays, and other marketing support           | 1 hour for every \$15 spent (provide receipts)                   | Event chair                                   |
|  |  |   |

| <b>General School Support</b>  |  |                                    |
|--|--|------------------------------------|
| Attending a monthly Parent Guild meeting   | 1 hour minimum   | No form required                   |
| Photographing sporting and other school events; submitting photos to the school website and/or yearbook editor | By the hour  | Mrs. Rebecca Quackenbush           |
| Assisting with one of the monthly Faculty and Staff Luncheons, in a variety of capacities                      | By the hour, plus 1 hour for every \$15 spent (provide receipts) | Your child's room parent           |
| Coordinating families' service hours throughout the school year  | By the hour  | No signature required              |
| Coordinating e-scrip or gift card scrip for families throughout the school year                                | By the hour  | No signature required              |
| Coordinating the hot lunch program throughout the school year  | By the hour  | No signature required              |
| Assisting with serving hot lunch   | By the hour  | Hot lunch coordinator              |
| Assisting with yard duty at recess or lunch  | By the hour  | Mr. John Goodwin or Campus Dean    |
| Chaperoning students at dances and other high school events  | By the hour  | Mr. Peter Halpin, High School Dean |
| Serving as Parent-Teacher Liaison (coordinating room parents)  | By the hour  | No signature required              |
|  |  |                                    |
| <b>Meals and Baked Goods</b>   |  |                                    |
| HOMEMADE<br>Main dishes, side dishes, or desserts  | By the hour  | Event chair or room parent         |
| STORE OR RESTAURANT BOUGHT<br>Main dishes, side dishes, or desserts  | 1 hour for every \$15 spent (provide receipts)                   | Event chair or room parent         |
|  |  |                                    |

**Parent Guild Executive Board positions** (filled yearly): President, Vice President, Treasurer, Secretary, and Parliamentarian

**Parent Guild Committees:** Parents may join committees at any time during the school year, but sign-ups usually occur at the beginning of the school year (with the exception of sign-ups for summer and September events). The following event chairpersons and coordinators are chosen in the spring:

School Events

Summer Teacher Luncheon  
 St. Monica Picnic (Welcome Back BBQ)  
 Welcome Back Coffee (first day of school)  
 Fall Harvest Dance (Oct)  
 Grandparents and Special Friends Day (Nov)  
 High School Open House (Dec)  
 Christmas Concert (Dec)  
 Grade School Open House (Jan)  
 Annual Auction (Apr)  
 Spring Concert (May)  
 Sports Banquets (Mar, May)  
 Special Events

General School Support

Welcome Wagon  
 Parent-Teacher Liaison  
 Service Hour Coordinator  
 E-Scrip Coordinator  
 Gift Card Scrip Coordinator  
 Hot Lunch Coordinator  
 Pantry Coordinator(s)  
 Safety/Yard Duty Coordinator  
 Faith and Tradition Committee  
 Christian Service Hour Coordinator (high school)