

Hello St. Perpetua Parents,

Welcome back to school! We are fortunate to be a part of a community where we can give back to our teachers and students. St. Perpetua School relies on families to share their time, talents, and treasures. Volunteer participation is necessary, as tuition revenue does not fully cover operating costs of the school. Family participation also ensures the success of social events and sustains school programs. As a member of the Parents Association, it is my job to ensure you understand the family participation requirements and receive credit for your family participation hours. This guide outlines the requirements and identifies qualified volunteer opportunities. If you have questions, please reach out to me at hours@stperpetuaschool.org.

Prior to volunteering for any school or class activities (including yard duty) you must meet the following criteria to become "all clear":

- Completed the one-time LiveScan Fingerprinting process
- Complete Virtus online training and submission of completion certificate every 3 years <https://virtusonline.org/virtus/>

How many volunteer hours are required during the year (August-May)? Your hours must be complete on/or before May 15, 2024.

Below are the volunteer hour requirements for the 2023-2024 school year.

- 18 hours for TK, Kindergarten or single-parent families
- 35 hours for grades 1-8 families
 - **NOTE:** 2 mandatory yard duty shifts have been added back to the hourly requirements and can be scheduled using the SignUp Genius link in the School Bulletin or here: <https://www.signupgenius.com/go/10c0f4baaa629a6ffc70-yard/56036796#/>

What is the charge for incomplete hours?

- A charge of \$50 per hour will be added to your June tuition statement
 - Example: If you owe 15 hours, you will be billed \$750.
- If you are unable to volunteer, you may send a check to the office for "volunteer hours buyout" (noted in the memo). Please also send me an e-mail at hours@stperpetuaschool.org confirming the buyout.

How do I report hours?

- You are responsible for reporting your family hours by logging into the volunteer tracking site: *Track It Forward* <https://www.trackitforward.com/site/st-perpetua-school>
- You will receive an invitation to join in your e-mail if you are new to the school. If you are a returning volunteer, your information has been reviewed and updated to match the directory. Please contact Becky Avila at hours@stperpetuaschool.org if you are having trouble.
- I recommend tracking your hours monthly with hours you have fulfilled throughout the year. The last date volunteer hours will be accepted is May 15th. Your last submission (prior to May 15th) will be used to confirm volunteer events and generate June billing for incomplete hours.
- You will receive two updates from hours@stperpetuaschool.org in March and May
- If you have a "big volunteer job" you may add your volunteer hours in bulk based on the hours populated on the site. Big volunteer jobs include: Room Parent, School Board, Parent Association Member and Yearbook. Additional roles may apply and need approval.
- Once you have completed your required 18 or 35 hours for volunteering and 2 yard duty/crossing guard shifts, you will no longer need to submit additional hours for approval. We thank you in advance for going above and beyond.

The last page of this guide contains information on approved volunteer opportunities and those that cannot be included in your St. Perpetua Family Participation hours. We will continue to update with additional opportunities throughout the year.

Thank you for your support and please feel free to contact me if you have any questions. I look forward to working with all of you over the coming school year.

Becky Avila

Email: hours@stperpetuaschool.org

Approved Volunteer Opportunities

St Perpetua Traditions: Each event requires community support to execute. Event coordinators will send out a Sign-Up Genius that will provide many opportunities to volunteer. Some examples of volunteer opportunities include event set up/clean up, event staff, shopping, cooking, baking or item donation. In *some* instances, double hours are available and we will communicate what/when that opportunity surfaces. Watch the weekly school bulletin for more details.

- Back to School Picnic (August)
- St. Perpetua Golf Tournament (September)
- Parish Carnival/Oktoberfest(October) – Maximum of 6 hours
 - NOTE: You must choose between family participation hours credit or Junior High Service hour credit for any hours worked by students
- Ladies Night Out (November)
- Caritas
- Gold Camp
- Science Fair (January/February)
- Literacy Night (March)
- Auction Party Set Up/Clean Up (March/April)

School Days: Record time (15-minute increments) or treasure (valued at \$50/hour)

- Grade specific – Look for communication from your room parents on opportunities to participate with in classroom support, field trips or JHOP Junior High chaperoning, photographer (yearbook and fotki archive) and auction support
 - NOTE: Food drop off for class parties/events is credited at a maximum of one hour

Multi-Hour Jobs:

- St. Perpetua Auction Party: The Auction team works year-round in preparation for the parents' social event of the year!!! **Kris Buehler** buehlerkrissy@gmail.com will help match you with the perfect job. Some examples include auction liaison, procurement, data entry, Sign Me Up Coordinator or class tradition lead
- Student Enrichment Educational Support (S.E.E.D.S): This team raises funds for our class field trips, Living History Days and other art/math/science programs at school. In addition to Hot Lunch, Science Night provides funds for S.E.E.D.S.
- Approved Auction Donations: Ample opportunities are available to receive donations such as experiences or trips. Please reach out to see if your donation will help you receive volunteer hours.
- Bigger Jobs per class: Class Photographer (15 hours), Class Tradition Liaison (15 hours)

Volunteer jobs that DO NOT meet Family Participation Criteria

There are activities that are not school sanctioned events and as such do not count toward family participation hours. If you are unsure if an activity is eligible for participation hours, please reach out to me.

Examples of activities that are **not** eligible for family participation hours:

- LMYA Coaching
- Class Social Events: ½ day socials, Millie's Friday breakfasts, class dinners, driving to/from dances
- Six Flags or other off campus class events
- Washington DC trip planning or participation
- Girl or Boy Scout Leaders/volunteers
- Sign Me Up Party Hosting
- CYO Board Positions