

St. Bernadette School Volunteer Credit Program

PURPOSE

To encourage parental involvement in our children's education and to increase and improve our fundraising and safety efforts.

To provide an opportunity for parents to role model Christian service and provide each family the opportunity to promote a sense of community in our school. We recognize and appreciate the tremendous amount of volunteering that exists in our community. This new program is simply a means to communicate possibilities for service and focus those efforts to achieve the financial benefits needed to help hold down costs for the school.

REQUIREMENTS AND GUIDELINES

In order to more effectively manage the process of volunteer credit, we ask all families to carefully review and follow the guidelines listed below when choosing position/positions to fulfill their volunteer commitment. The contents of this handbook have been reviewed by School Administration, Home School Association and School Advisory Board. Any exceptions must be submitted in writing to the Administration and School Advisory Board.

In an effort to consolidate our Handbook, we have listed only one position in many of the areas that have multiple listings for the same job. More than one position may be available of each type, so we can continue to add people to the position until all of the slots are filled.

Each school family is required to complete a minimum of 4 credit points of service, (at least 1 must be in a Fundraising/Safety capacity). Single parent families are required to do 2 credit points of service. Each volunteer position is assigned a "Tier" value. If you pick a position assigned a Tier 4, then your family has fulfilled its obligation, and you are not required to serve 2 lunch duties. Otherwise, you must select positions whose Tier values total 4, for example: two Tier 2 positions, OR one Tier 3 and one Tier 1, etc., and you must still participate in the lunch duty program.

There are four Tiers of Credit:

Tier 4: All 4 points of credit and no lunch duty will be required by the family.

Tier 3: 3 points of credit

Tier 2: 2 points of credit

Tier 1: 1 point of credit

We recognize that within a Tier, all jobs will not require the same level of effort, e.g. some Tier 1 jobs may only take one hour and some Tier 1 jobs may require several hours. Committee chairs will work with the administration to ensure all duties have been fulfilled by committee members.

Due to the large number of school families, the volunteer credit positions listed in the handbook are not exclusive, but needed in the school community and strongly encouraged. Many of these positions have existed within our community for many years. In some cases, we are modifying existing positions, to achieve financial and safety results we want and need. Any additions must be submitted to the Administration and School Advisory Board in writing for approval.

All positions are filled on a first come, first served basis with precedence given as needed, to experienced qualified individuals. All positions are subject to administrative approval.

Each position, with the exception of School Advisory Board positions, will have a two (2) year term limit. Any exception to this policy must be requested in writing to the School Administration and School Advisory Board. You are not automatically placed in the position in the second year.

If you have chosen a position/positions which make up less than the 4 credits, you will have the opportunity to request information regarding open positions to complete the 4 credits. Otherwise, you may buy-out the remaining credits, and you will be billed accordingly.

If a family chooses not to participate in the Volunteer Credit Program, they must choose the buy-out option, and are required to pay an assessment, which is due no later than September 1. If a family is unable to make their buy-out payment in full at that time, a payment schedule may be set-up by contacting the school office. Special circumstances and exemptions should be submitted in writing to the School Administration and School Advisory Board for review.

Tier 1: \$125.00
Tier 2: \$250.00
Tier 3: \$325.00
Tier 4: \$500.00

Fingerprints are required from all those working with children in order to comply with a directive from the Diocese of Washington, D.C.

IN ADDITION TO EACH FAMILY'S PARTICIPATION IN THE VOLUNTEER SERVICE PROGRAM, THE FOLLOWING REQUIREMENTS ALSO NEED TO BE MET:

Each school family is required to work two (2) Lunch shifts, or more if desired. You will be assigned a date by the office staff. You may trade these shifts to suit your schedule. Non-compliance will result in a \$75.00 assessment per missed shift. Families working Lunch and/or Traffic duty as their regular volunteer credit commitment are not required to participate in these required rotating shifts.