

St. Francis of Assisi Elementary School

Family Participation Hours Information 2010-2011

Hour Requirements - All families are expected to perform **25 hours of service** in support of the school and its activities. It is the responsibility of each family to maintain a record of their family participation hours. School staff or their designees verify hours. **It is the responsibility of each family to obtain authorized signatures.** Hours are earned for time spent working an event/position or for donating **designated** fundraiser items. Hours are not granted for items donated for auction. Completed Family Participation Hours Report Forms are to be turned into the school Finance Office. Diocesan guidelines stipulate that only parents or guardians may perform the required family participation hours.

Dates – Hours are reported to coincide with the actual school year. Summer service hours are applied at the discretion of the parent toward the past *or* upcoming school year, but not both.

Volunteer Requirements - All parents assisting in the classroom, chaperoning field trips, or engaging in any volunteer activities that require **direct interaction with students must have the following on file in the office:**

- ✓ **Fingerprint Clearance** - Fingerprint forms are available on the school web site www.stfranciselem.org – click on the Forms icon. Fingerprinting may be done through any authorized institution. **Cost of the processing fee varies and is the responsibility of the parent.** Fingerprinting must only be done once. If you have already been fingerprinted for the previous year, it is not necessary to have them redone. **Fingerprint clearance by another school outside the Sacramento Diocese or agency cannot be accepted.** Fingerprint clearance is reported to the Diocese and then forwarded to the school. ***This process can take up to 3 weeks.*** If you are unsure of your fingerprint status, please check with the office
- ✓ **School Volunteer Agreement Form** - Volunteer Agreement forms are given to all families at the start of the school year.
- ✓ **Completion Certificate of the Sacramento Diocesan Safe Environment for Children online training program** - Access to **Shield the Vulnerable**, the online training program for the diocese, can be found at shieldthevulnerable.org.
- ✓ **Field Trip Drivers -must have a Verification of Automobile Insurance Form, as well as a current copy of their driver's license and proof of \$100,000 individual/\$300,000 bodily injury, \$50,000 property/\$5000 medical per person & \$100,000 uninsured motorist automobile insurance on file.**

Hour Opportunities –

- ❖ **Parent Club Meetings** – Hours are given for attending. Days and times are posted on the website www.stfranciselem.org.
- ❖ **Postings**—Current hour opportunities and sign-up sheets will be posted in the entryway lobby for large fundraisers and events. Other needs will be published in the Gubbio Gazette, or sent home by teachers.
- ❖ **Classroom**—To volunteer for hours in a classroom, contact the teacher directly.
- ❖ **Field Trips**—All classes will need parents to chaperone and/or drive on various field trips throughout the school year. Parents will be asked to assist in these events as they approach. **(Please note requirements for driving on field trips.)**
- ❖ **Fundraiser Items/Baked Goods** – Items/Baked Goods are requested through out the year for various fundraisers and events. Hours given are as follows:
 - **Store Bought Food/Items** are figured in \$20 increments - \$20 = 1 Hr., \$20-\$40 = 2 Hrs., \$40-\$60 = 3 Hrs. etc.
 - **Homemade Goods** = 2 Hrs. Per 2 Doz., Main Dish or Main Dessert
- ❖ **All work party related Building Maintenance & Clean-up** will earn **double** hours. Work party dates published in the monthly calendars, online and bi-monthly Gubbio.

Family Participation Hours Form – Use the *St. Francis Elementary Family Participation Hours 2010-2011 Report Form* to record hours. Forms are available in the school office. Reporting hours by phone is not acceptable. Forms are due by **June 8, 2011, the end of the school year.**