

St. John the Baptist Catholic School

Fair Share Hours Program

As you know, many activities in and out of the classroom play an integral role in the overall quality of the educational programs and services at St. John's School. These activities are not possible without the dedicated support of our school families. In an effort to uniformly distribute the volunteer hours required of these activities, St. John's has established a Fair Share Hours Program. Fair Share Hours Programs are common for schools that rely so much on the support of volunteers. We believe the Fair Share Hours Program will provide opportunities for families to work together towards the common goal of making St. John's School the best it can be for our children.

At the beginning of the school year there will be many choices for volunteer activities. Early planning will increase your chances of working at the activities that you would like. Volunteer positions will be filled on a first come first served basis. We will make every effort to assign you to the positions you prefer. Many of the same activities are planned year after year. Added event notifications may be sent home to alert families of

positions that could be needed for any upcoming unscheduled events. The school office will know of these types of activities and their needs. Please call the school office if you have extra time or are looking for creditable service possibilities to fulfill your hourly requirement.

Once the volunteer positions for an event are filled, the families that are scheduled to work the event will be the only families eligible for volunteer service hour credits. Even if you are not scheduled to work an event, you may still choose to volunteer your time at the event knowing that you will not earn hour credits. We need families to evenly distribute their volunteer service hour requirements throughout the school year. The Fair Share Hours Program cannot be a success if everyone waits until the last couple of events of the year to try to earn all of their hourly service requirements. Please remember that once an event has its scheduled workers assigned to it, they are the only workers who will receive credit for working the event!

A Fair Share Hours Program Participation form must be completed by every family that has a child or children attending Pre-K through 8th grade at St. John's. This form will allow you to choose which option of participation you desire and also designate who will be responsible for fulfilling the volunteer hour requirement if that is the option that you have chosen.

The Fair Share Hours Program at St. John's will offer two options of participation for families to choose from:

OPTION #1 – Families can fulfill their volunteer hours requirement through a wide range of school activities and events. (see event list) In order to meet the option #1 requirements, a family must perform a minimum of 25 volunteer hours of service at any of the school activities/events that are

ongoing throughout the year. Single parent/guardian kindergarten through 8th grade and pre-k 2-parent/guardian families will meet these requirements by performing a minimum of 15 hours of volunteer service. Single parent/guardian pre-k families will meet these requirement by performing a minimum of 10 hours of volunteer service.

OPTION #2 – Pre-K through 8th grade families who pay full tuition without tuition assistance may choose a monetary payment in lieu of the volunteer hours of service as described in option 1. A payment of \$500 for a 2-parent/guardian family or \$300 for a single parent/guardian family will fulfill the Fair Share Hours Program requirement for the school year. Families in pre-k can fulfill this obligation by paying \$300 for a 2-parent/guardian family and \$200 for a single parent/guardian family. Families who choose this option and pay their tuition in monthly installments may have this additional amount included in their monthly payment.

Who Can Perform Service Hours?

Only parents or guardians of a student(s) as designated on the Fair Share Hours Program participation form may fulfill the volunteer hourly service requirements for that particular family. Any request by the family that hours be fulfilled by someone other than the names listed on the Fair Share Hours Program Participation form must be approved by the Fair Share Hours Program Committee.

Fair Share Hours Accumulation

A folder that is kept in the school office will contain the master event/activities list that has the names of scheduled workers, as they are received, for events. A Fair Share Hours Accumulation form also will be kept in the school office for each family. This form will be a listing of how many hours your family is responsible for, the names of the persons responsible for performing the volunteer hours, the events that your family has agreed to work, and all completed hours your family has been credited for. This total will be sent home in your oldest child's report card each quarter to be signed and returned to school. You may contact the school office at any time to see how many Fair Share Hours that your family has accumulated.

Responsibilities of Volunteers

When you arrive at an event that you are scheduled to work, you should immediately report to the event chair or person in charge (PIC) of the event. You are required to sign in and out at each event/activity in order to receive credit for service hours. The event chairperson (PIC) will be responsible for turning in hours worked after the event/activity is completed.

Chairperson Or Person In Charge (PIC) Of Event Responsibilities

As the chair/PIC of an event you must make sure that you have the scheduled workers that you need for the event. You will be responsible for obtaining a Fair Share Hours Program Worker List from the school office,

providing a sign in/sign out sheet at the event/activity, and turning in service hours worked to the office following the event. You are also responsible for calling each worker listed for the event/activity and making arrangements for times to be worked.

Developing a Fair Share Hours Program Event

If you feel that you have an idea for a Fair Share Hours Program event, please contact the school principal. As a member of the Fair Share Hours Program Committee, he can assist you in getting approval for your idea, as well as filling out the needed forms to add an event.

Unfulfilled Service Hours?

If a family has not met their Fair Share Hours Program requirements by the end of the school year, all remaining hours that need to be completed will be billed at a rate of \$20 per hour. Payment of unfulfilled hours must be made prior to registration for the new school year.