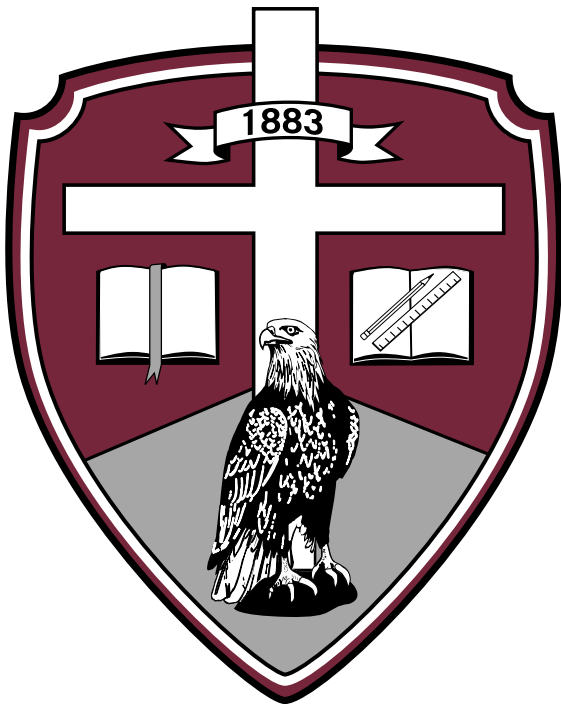


Service Hours Guidelines

St. John School



At St. John School, we are a community - a community of students, teachers, and parents. We encourage parents to be involved in our school in order to help our community thrive.

St. John School requires all families to complete 20 Service Hours every school year through volunteering or contributing to events. Families with only a child in preschool part-time must complete 10 Service Hours.

Service Hours are Earned in Three Ways:

1. Volunteer your time with events/programs held throughout the school year
 - Service hours are set for certain events, while most others are given based on the amount of time you volunteer

- Lunch Monitor/Substitute (Ongoing)
- Family Movie Night (September 20th)
- Grandparents Day (September 27th)
- Oktoberfest (October)
- Trunk or Treat (October 26th)
- Pancake Breakfast (November 3rd)
- Fun Run (November 15th)
- Christmas Shoppe (December 13th)
- Father/Daughter Dance (February 1st)
- Scholastic Book Fair (March 2nd-5th)
- St. John School Gala (March 28th)
- Mother-Son Night (May 1st)
- Event Chairperson
- St. John School Parent Group Board Member (Ongoing)
- St. John School Advisory Board Member (Ongoing)
- Room Parent (Ongoing)
- 1000 Club Chairperson/Mailer (Ongoing)
- Donation Solicitation Committee (Ongoing)
- St. John School Parent Group Marketing Team (Ongoing)
- Administrative Helpers (Ongoing)
- Loyalty Program Coordinator (Ongoing)
- Gently Used Uniforms Coordinator (Ongoing)
- Toddler Open Play Coordinator/Volunteers (Ongoing)
- BOKS (Fall and Spring)
- Drama (Fall and Spring)
- Basketball Coach (Winter)
- Junior Achievement, K - G5 (Spring)
- Half-Day After Care (Periodically)
- School Enhancement Projects (Periodically)

2. Make a donation to the St. John School Gala
 - 5 Service Hours are given for every \$100 donated, up to 10 Service Hours

Requests for Gala donations will be made in the months before the Gala. Donations can be in the form of cash (which helps defer the Gala expenses) or items (which are used for raffle or auction prizes). To qualify for Service Hours, all donations must be dropped off at the school office with a completed donation form prior to the defined drop-off deadline.

3. Purchase an annual 1000 Club number for \$110
 - 5 Service Hours are given for every 1000 Club number purchased by you or family members, up to 2 numbers, for a total of 10 Service Hours

1000 Club is a monthly lottery where participants purchase a number from 1-1000 for a year. Each month you have a chance to win cash prizes ranging from \$50-\$1,000. The form to purchase a number can be downloaded at www.sjscanton.org/1000-club. Any questions about this program can be answered by the 1000 Club Coordinators at ajs1000clubcontact@gmail.com.

Frequently Asked Questions

Q: How do I sign up to volunteer?

A: Signing up to volunteer is done online via Sign-Up Genius. You can create an account at www.signupgenius.com/register. Links to volunteer will be emailed to you throughout the school year, which you can go to directly to sign-up. You can also log in to your Sign-Up Genius account at any time to see what opportunities are available.

Each sign-up will have specific information about that event, including event descriptions, the date and times to work, what jobs are available and who to contact with questions about each event.

Q: Are there any restrictions to volunteering?

A: If you wish to volunteer at any events/or with any programs where children are present, you must have an updated CORI form on file with the main office and have completed VIRTUS (Protecting God's Children) training in order to qualify. If you have any questions, please contact Mrs. Sullivan, at suzanne.sullivan@sjscanton.org.

Q: How do my Service Hours get documented?

A: The Service Hours Coordinator keeps track of all of your Service Hours. If you are volunteering for an event, the event Chairperson will have a sign-in sheet for you to mark down how many hours you worked, which will then be submitted to the Service Hours Coordinator. The coordinators of any other school programs and the 1000 Club will provide your information to the Service Hours Coordinator. For any donations made for Service Hours, you must complete a donation form and leave a copy with the school's administrative assistant, Mrs. Sullivan, who will submit the form to the Service Hours Coordinator.

Q: What about activities for my child's class that I help with?

A: Volunteering done with a specific class (aside from lunch monitoring) is recognized as a class activity and does not count for Service Hours.

Q: What is the Service Hours Deposit?

A: A Service Hours deposit of \$250 is collected from each new family. If the family works all of the required hours, the initial deposit will be rolled forward to subsequent years. Upon leaving the school, the \$250 deposit will be returned to those who have completed their Service Hours obligations. If your Service Hours for the year are not completed when you leave the school, the deposit (or a portion of it) will be kept and applied to the payment of any hours not completed.

Q: What if I do not complete the full 20 Service Hours?

A: At the end of the school year, if you complete no Service Hours, you will be billed \$750 via your FACTS account. If you complete some, but not all, of your Service Hours, you will be billed a prorated amount of \$37.50 per missed Service Hour via your FACTS account. For example, if you only complete 4 Service Hours, you will be billed \$600 for the 16 hours not completed (\$37.50 x 16).

Q: Who can I contact with questions?

A: A parent volunteer runs our Service Hour program. Please contact St. John School's Service Hours Coordinator, Melissa Nasrah, at melnasrah@gmail.com with any questions you have about Service Hours or Sign-Up Genius.

Description of Volunteer Positions**

**for more information on each position, please refer to the specific sign-up on Sign-Up Genius

Lunch Monitor/Substitute

Lunch monitoring is a large area of Service Hour need at St. John School. Lunch monitors supervise a specific grade, on a specific day, during lunch and recess. This allows teachers time for lunch and gives parents a chance to see their children during the school day. You can be a weekly or every other week lunch monitor for the school year or you can be a Lunch Monitor Substitute and fill in as needed.

Service Hours Earned: Weekly Lunch Monitor – 20

Every Other Week Lunch Monitor – 10

Lunch Monitor Substitutes – ½ hour for every shift covered

Family Movie Night

Family Movie Night is a social event for St. John School families where students and parents are invited to watch a movie in the gym. We need volunteers to set up and clean up during and after the event.

Service Hours Earned: Based on the number of hours you work

Grandparents Day

Grandparents Day is an event where extended family members are invited to come to St. John School, meet the teachers and visit the classrooms. We need volunteers to set up and decorate before the event, prepare and refill food trays, clean tables, take pictures, greet guests at the event and clean up.

Service Hours Earned: Based on the number of hours you work

Oktoberfest

Oktoberfest is an adults-only social event for St. John School parents, family and friends, showcasing different beers from a local brewery. We need volunteers to sell tickets, set up, work during the event and clean up.

Service Hours Earned: Based on the number of hours you work

Trunk or Treat

Trunk or Treat is a social event for St. John School families where participants decorate the trunks of their vehicles and hand out candy, while the kids go trick-or-treating. We need volunteers to direct traffic and sell pizza.

Service Hours Earned: Based on the number of hours you work

Pancake Breakfast

The Pancake Breakfast is a community event, where our school hosts a pancake breakfast to celebrate the beginning of Discover Catholic Schools Week. We need volunteers to set up, serve food and clean up during and after the event.

Service Hours Earned: Based on the number of hours you work

Fun Run

The Fun Run is a school-wide event where each class completes a 30-minute fun run. We need volunteers to hand out water to students, run a table for parents to make signs and encourage students as they run.

Service Hours Earned: Based on the number of hours you work

Christmas Shoppe

The Christmas Shoppe gives students in PREK1 through G5 an opportunity to Christmas shop for their family. We need volunteers to price items, set up, help children shop for items, wrap gifts and clean up.

Service Hours Earned: Based on the number of hours you work

Father/Daughter Dance

The Father/Daughter Dance is a town-wide event for fathers and daughters featuring a DJ, photos, snacks and raffles. We need volunteers to set up, sell raffle tickets, take pictures, run the candy bar and other stations and clean up.

Service Hours Earned: Based on the number of hours you work

Scholastic Book Fair

The Scholastic Book Fair is a time for families to purchase reading materials for students. We need volunteers to help students shop.

Service Hours Earned: Based on the number of hours you work

St. John School Gala

The St. John School Gala is our biggest fundraiser! It is a great parents-night out with family and friends to enjoy an evening of fun and dancing while raising money for the school through raffles and silent and live auctions. We need volunteers to donate to the event, assist with solicitation and mailings, prepare prizes, decorate, set up the morning of the event, work during the event selling raffle tickets and helping with the auctions and clean up.

Service Hours Earned: Based on the number of hours you work

Donation of \$100 earns 5 Service Hours, maximum of 10 hours given

Mother-Son Night

Mother-Son Night is a social event for mothers and sons, typically held at a local attraction. We need volunteers to set up, work during the event and clean up.

Service Hours Earned: Based on the number of hours you work

Event Chairperson

All of the events listed above require a Chairperson or two to oversee them.

Service Hours Earned: 5-20, depending on the event

St. John School Parent Group Board Member

The St. John School Parent Group Board manages fundraising and social events for the St. John School Parent Group as well as being a resource for all parents. Board positions include President, Past President, Vice President, Secretary, Treasurer, Service Hours Coordinator and Room Parent Coordinator.

Service Hours Earned: 20

St. John School Advisory Board Member

The St. John School Advisory Board advises the Principal and Pastor on matters related to the operation of St. John School.

Service Hours Earned: 10

Room Parent

Room parents are the liaison between the teacher and families. They communicate with parents, assist the teacher with special projects and coordinate classroom events.

Service Hours Earned: 10

1000 Club Chairperson/Mailer

The 1000 Club is a monthly drawing lottery. We need two volunteers to oversee the program and hold the monthly drawings and one volunteer to send out mailings for the 1000 Club.

Service Hours Earned: Chairperson - 20

Mailer - 10

Donation Solicitation Committee

The Donation Solicitation Committee gathers donations for numerous school events. We need volunteers to assist with written and in-person requests for donations and advertising as well as follow up on those requests. This team will start work in September and meet regularly to handle donation needs as they arise.

Service Hours Earned: 10

St. John School Parent Group Marketing Team

The St. John School Parent Group Marketing Team works with the St. John School Parent Group Board to get the word out about various events going on throughout the school year. We need volunteers to create fliers, assist with a marketing campaign for the 1000 Club and create plans to promote events sponsored by the Parent Group.

Service Hours Earned: Based on the number of hours you work

Administrative Helpers

Administrative helpers assist the Parent Group Board with administrative tasks as needed. We need volunteers to help with mailings, data entry, the Parent Group Newsletter, online camp auction and a variety of other tasks. Much of this work may be done at home on your own time.

Service Hours Earned: Based on the number of hours you work

Loyalty Program Coordinator

The Loyalty Program Coordinator organizes and promotes our loyalty programs throughout the year such as Dining for Dollars, Box Tops and Amazon Smile.

Service Hours Earned: 15

Gently Used Uniforms Coordinator

The Gently Used Uniforms Coordinator collects and stores uniforms used by other families, which are still in great shape. They hold Gently Used Uniform Days during the year to let current families have the benefit of getting uniform pieces, at no cost.

Service Hours Earned: 10

Toddler Open Play Coordinator/Volunteers

Toddler Open Play provides a playspace in the gym for children 0-5 years on the 2nd and 4th Tuesday of every month during the school year. We need one volunteer to oversee the entire program and other volunteers at each session to interact with parents and answer any questions they may have. You may bring your own children to this event while volunteering.

Service Hours Earned: Coordinator – 20

Volunteers – based on the number of hours you work

BOKS

BOKS is a physical education program provided free of charge before school to students in Kindergarten-5th Grade. We need volunteers to supervise students participating in the program.

Service Hours Earned: Based on the number of hours you work

Drama

The Drama Program holds two drama productions a year. We need volunteers to supervise students on practice days, build sets, assist with costumes, supervise concessions, organize the cast party, and work during the production selling tickets and concessions, handing out programs and cleaning up.

Service Hours Earned: Based on the number of hours you work

Basketball Coach

St. John School has multiple boys' and girls' basketball teams, organized by grade level. Basketball coaches supervise practice and game play for a specific team. This requires a commitment of after school and evening hours.

Service Hours Earned: 20

Junior Achievement

Junior Achievement volunteers instruct classes on the Junior Achievement program, which fosters work-readiness, entrepreneurship and financial literacy skills. Some training and preparation is required. The commitment is ½ hour per week for 6 weeks.

Service Hours Earned: 5

Half-Day After Care

On half-days the school day ends at 12:00, but we need volunteers to assist with covering our extended day program (from 12:00-3:00), while our teachers are in teacher development meetings.

Service Hours Earned: 3

School Enhancement Projects

Periodically, requests are made to assist with various projects around the school that improve its appearance, such as painting and maintaining the flower pots outside of the school.

Service Hours Earned: Based on the number of hours you work