

Aquinas Catholic Community School
Family Service Program Policy (Approved: August 9, 2017) (Updated: March 5, 2018)



Purpose:

One of the hallmarks of Catholic schooling has always been service to others. To further this tradition, Aquinas Catholic Community School established the Family Service Program. This is designed to accomplish two specific purposes:

1. to promote a spirit of community involvement among the families of our school-community; and,
2. to enrich students' experience in our school, by drawing upon families' talents and resources.

Requirements:

- **VIRTUS Training** for child safety/protection is required of volunteers who are in sustained contact with children. Attending the VIRTUS workshop is considered to be equivalent to two service hours.
- Each family is required to serve ten (**10**) hours per year, from May 1 to April 30.
- Service hours are to be performed by adult family members (eighteen years and older) of enrolled students.
- If a family commits to a certain service hour opportunity and fails to fulfill that commitment, the family will not receive credit for the service hours. If, in that instance, the family fails to make a reasonable attempt to notify in advance the event's coordinator (no show/no call), the family will have hours equivalent to the missed-hours added to their total service hours requirement.

Obligations:

- It is the parents and guardians' responsibility to take initiative and seek opportunities to fulfill their service hours.
- The school will provide regular communication about service opportunities as they become available.

Recording Hours:

- Family service volunteers are responsible for signing-in and -out of events, as well as for updating the volunteer service record with the school office no later than one week after completing each qualifying service event.
- Service hours are tracked through Renweb, families may see their hours by logging into ParentsWeb. Hours are updated within one week of any event.

Options: The following can be counted for family service hours:

- Support for sports-related events
- Lunch Duty or Recess supervision
- Directing traffic for Morning Drop-Off or Afternoon Dismissal
- Attendance at meetings, including those of the Home and School Association
- Home and School participation in planning or conducting fundraiser
- Classroom Support (as requested by teachers)
- Library Support (as requested by teachers)
- Scholastic Book Fair staffing
- Teacher/Staff Appreciation Week preparation/staffing
- Catholic Schools Week Activities
- Field trips: Chaperoning field trips will count for a maximum of 4 hours, regardless of the actual number of hours. The volunteer must be appointed as a chaperon by the teacher.
- Other volunteer tasks, approved prior to participation

Additional opportunities to earn service hours may become available as the year progresses. Please feel free to contact the principal when in question.