

## Family Volunteer Hours for the 2016-17 School Year

Family volunteer hours (FVH) are vital to the success of Cathedral School. Volunteer hours strengthen the Cathedral community, keep the school's operating costs low, and help with day to day operations. In the past, we have not required families to do a set number of hours. Over the years, participation has dropped dramatically and the same families are the ones always volunteering.

Like previous years, every family will be required to log 20 volunteer hours over the course of one year. Hours may be completed by parents, guardians, grandparents or close family members or friends. FVH will be tracked quarterly, and you will be given a report at the end of each quarter notifying you of your progress. Each volunteer hour is worth \$20. If at the end of the year (the last day of school), you have not completed your 20 hours, you will be assessed \$20 for every incomplete volunteer hour. FVH that are not completed will be treated as unpaid tuition. You may opt out of volunteering all together, but you will be charged \$400 and this amount will be added to your school account. You have until October 1<sup>st</sup> to opt-out by contacting Casey Wichmann. Her contact information can be found on the following page.

The activities that qualify for FVH are listed below. There may be other opportunities that arise during the school year, but will need to be approved by the Business & Development Director.

### Volunteer Hours – Activities

Oktoberfest	Recess Duty (only if not receiving a tuition credit)
Field Trip Chaperone*	Back to School BBQ
Auction	Bingo Nights*
Classroom Parties	St. Patrick's Day Parade
Parish & School Christmas Party	Raffle Ticket Sales after Mass
Booster Club Events	Coaching
Book Fair	Attend Any Parent Meeting (non-mandatory)
End of Year BBQ	Lunchroom Supervisor (only if not receiving a tuition credit)
Catholic Schools Week Events	

## **Family Volunteer Hours FAQ's**

**How many hours does my family have to log?** Each family (Pre-K thru 8) is required to log at least 20 volunteer hours. The hours are assessed per family, not per student. FVH may be completed by any parent, guardian, grandparent or close family member or friend.

**Do I have to attend a Protecting God's Children (PGC) class to volunteer?** Yes, in order to volunteer at the school or at an event, Protecting God's Children class is required. There are classes offered all summer long and well as throughout the year. Call the school office for more information on classes or visit **[www.dio.org](http://www.dio.org)**.

**Who will keep track of my FVH?** Each year, we will have a FVH coordinator that will keep track of your running totals. The FVH coordinator will send you a quarterly report telling you how many hours you have logged to date. However, after each event, you must complete the FVH form which can be found on the school's website. Once you complete the form and an authorized Volunteer Tracker has signed your form, you will need to turn that form into the FVH coordinator via the school office or by emailing the completed form to [cathedralfvh815@gmail.com](mailto:cathedralfvh815@gmail.com). **YOU ARE RESPONSIBLE FOR KEEPING TRACK OF YOUR OWN HOURS BY USING A LOG FORM.**

**What if I want to know how many hours I have logged so far?** At anytime, you may email the FVH coordinator for an update of your logged hours.

**Who has to approve my volunteer hours?** Each event will have a co-chair, teachers can sign off for field trips and classroom parties and school office staff can sign off for recess duty. At the end of each shift, you must have them sign off on your logged hours.

**When can FVH be served?** Hours can be served from August 1st to May 15th of 2016-17.

**Can I transfer volunteer hours to another family?** No, FVH are not transferrable. Any hours you log are to be applied to your family and your family only.

**What if my family can not complete the required 20 hours?** If you do not complete the required 20 hours, you will be assessed \$20 for every incomplete hour. Charges will be applied to your tuition in May, and the charges will be considered unpaid tuition. If the incomplete hours are not paid for by July 1<sup>st</sup>, that dollar amount will be added to your tuition account.

**Can I pay for my FVH instead of completing them?** Yes, but you must sign the opt-out waiver by October 1<sup>st</sup>. If you sign the opt-out waiver, the \$400 charge will be added to your existing tuition fee. The opt-out waiver can be obtained by logging on to the school's website.

**Do Parish events qualify for FVH?** Yes.