



Annunciation Catholic School

FAMILY SERVICE HOUR REQUIREMENT 2017-2018

Dear Parents,

We ask all families of Annunciation to serve on our various committees. Our requirement encourages participation on committees through the end of the school year. In an effort to be sure we can meet the needs of our students **especially in the Health Room, Traffic, and for Lunch Supervision/Cleanup**, we require 12 service hours per semester for a total of 24 hours per school year.

Hours are *pre-billed* \$180 per semester until they are served and logged. **The \$180 or balance will not be due until each deadline.** The hours (or payment for the hours) are due before the semester or final report cards cannot be issued. The first 12 hours must be completed before December 15. The second 12 hours must be completed before April 28. We appreciate additional hours served but still require 12 hours each semester. Families who have not completed the service hour requirement will be assessed \$15 for each un-served hour before report cards can be issued.

Families are **asked** to **commit part of their hours** to serve in the **Health Room, Traffic, and/or Lunch Supervision/Cleanup**. (Lunch Supervision is the only committee that preschool aged siblings can accompany parents.)

We use VolunteerSpot.com to organize our events. We will send home a *Managing Service Hours* sheet showing our different committees, click the link to the committee in which you'd like to serve, enter your name and email address, and then choose your days, it's that simple!

Points to remember:

- All volunteers must have cleared our **SAFE Environment Program** (fingerprints, Protecting God's Children certificate, signed policies, etc. per diocesan policy) (*except for* the following which do not require consistent oversight and supervision of children: Traffic, Recycled Uniforms, Campus Cleanup, Baking, and work at home for teachers.)
- Donations of used uniforms, which are in a condition to be resold, are calculated by the office according to recycled price (2 hour maximum). Please itemize items and label bag with your name when turning them in for hours.
- Each immediate family is responsible for their own service hours.
- Only hours for Annunciation are counted. Hours for church and Scouts are parish service hours. (exceptions: See the "*Family Service Hours FACTS*").
- Family Service Hours are to be logged in your ParentsWeb account. (Under "Family Information" then "Service Hours")
- If you feel you cannot complete your service hour commitment, please contact the office for suggestions a couple of weeks *in advance* of the deadline.

Thank you for your help. We hope you enjoy your time with our students as much as we do!