



Annunciation Catholic School

FAMILY SERVICE HOUR REQUIREMENT 2021-2022

Our K-8 families of Annunciation have a service hour requirement with 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, Lunch Pavilion, and Traffic**, we require 12 service hours for the first semester and an *additional* 12 hours for the second semester.

The hours (or payment for the hours) are due before the semester or report cards will not be issued. The first 12 hours must be completed before December 15. The second 12 hours must be completed before May 15. **Hours recorded after the due date (when we run the report) will be charged a \$25 late fee.**

We appreciate additional hours served but still require the required 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.

Please do not cancel your commitments once your hours are complete, our students need your help all school year long.

Families are asked to **commit part of their hours** to serve in the **Health Room, Lunch Pavilion, and Traffic**.

We use SignUp.com to organize our events. See the *Volunteering* tab under *Parent Resources* on our website showing our different committees, click the link to the committee in which you would like to serve, enter your name and email address, and then choose your days. It is that simple!

Points to remember (see the document "Family Service Hour FAQ's" for a list of items you can and cannot count):

- All volunteers must have cleared our **SAFE Environment Program** (fingerprints, Protecting God's Children certificate, signed policies, etc. per diocesan policy) *except for* some which do not require consistent oversight and supervision of children. Directions for obtaining the SAFE Environment requirements on our on website under *Parent Resources* and *Volunteering*.
- Family Service Hours are to be logged in your Family Portal account before the due dates to avoid a late fee. (Under "Family Information" then "Service Hours")
- If you feel you cannot complete your service hour commitment, please contact the office for suggestions several 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!