

Saints Felicitas and Perpetua School

Parent Service Hours

(Revised 7-1-19)

**The criteria for Service Hour credit is that it must directly benefit the school.
All Volunteers must be 18 years of age and Virtus Trained.**

Please use the following guidelines when filling in your Parent Service Hour coupons. Our children are the beneficiaries of your time, and we depend upon each of you to be generous with your time and talents. Although 40 hours is a minimum requirement, please feel free to give as many hours as you wish over and above this! In addition to the 40 hours minimum basic service, each family is committed to 4 hours of kitchen duty each year. Remember: you must turn these hours in on Parent Service coupons so they may be recorded. **Families will be billed \$25.00 for each hour not completed. If a family commits to serving kitchen duty on a given day and does not show up (and does not call in) a \$50.00 fine will be due.**

| SERVICE | TIME RECEIVED |
|---|--|
| Aiding in classroom (per teacher's request) | Total Time |
| Assisting at school functions (per chairperson) | Total Time |
| Back To School Night Meeting-September | 1 hour per family |
| Baking, coordinated through the Hospitality Chairperson (treats for meetings, performances or fundraisers) | 2 hours maximum per event |
| Book Fair (assisting with) | Total Time |
| Daycare Snacks from approved list | 1 hour per \$25.00 spent |
| Donations (i.e. auction donations, sports equipment, wish list items, etc.) Must be approved before purchase | 1 hour per \$25.00 spent (maximum 10 hours for auction donations) (Must submit receipts) |
| Donations-Procured | Total time spent to procure, not the value of the item |
| Faculty treats (Friday only-disposable tray) | 2 times maximum; 2 hours each time |
| Family Fun Night/Festival | Total Time |
| Field Trips (driving and/or chaperoning) Must be pre-approved by teacher | Total Time Driving (only with proper papers on file in school office) |
| Health Chairpersons Assistants | Total Time |
| Jubilee Dinner (Committee work /assisting) | Total Time |
| Kitchen Duty (after 2 mandatory hours completed) | Total Time |
| Library Assistant | Total Time |
| Miscellaneous (approval from Principal for specialty items/services) | 1 hour for each \$25.00 spent plus total time worked |
| Parish Events and Services-Usher, Coffee & Donuts, Knights of Columbus, Women's Association, Altar Care including ironing linens at home (any other service must be pre-approved by Pastor) | Total Time (Maximum 10 hours) |
| Planning, setting up, working at, cleaning up at school functions (i.e. Christmas Program, Spring Program, Sports Assembly) | Total Time |
| PSO Board positions | Total Time |
| PSO Meetings | 1 hour per family per meeting |
| Room Parents | Total Time |
| School Committees as appointed by Principal | Total Time |
| Scouts (Boy & Girl Scouting) | Total Time (Maximum 15 hours) |
| Spirit Day | Committee Work, Set-up, Clean-up, Supervising – Total Time |
| Sports | Driving – 1 hour (only with proper papers on file in school office) Coaching (non-salaried) – Total Time Snacks – 1 hour Assisting w/ Banquets – Total Time |

| SERVICE | TIME RECEIVED |
|--|---|
| State of the School Meeting-January | 1 hour per family |
| Student Ushers | 1 hour per family |
| Sunday Pre-School Teacher & Volunteers, Religious Education Volunteers | Total Time (will be recorded under school hours) |
| Technology Support (as appointed by Principal) | Total Time |
| Yard Duty (for special events) | Total Time – Must be scheduled through Mrs. Early |
| Yearbook assistance | Total Time |
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Please note: The charge for hours not completed is **\$25.00** per hour.

No credit given for **attending:** Scout Meetings
School Masses
Welcome Coffee
Christmas Program
Spring Program
Jubilee Dinner
Team Sport Games and Student Activities

Coupons should be turned in one week after service is completed.