



## Volunteer Parent Hours Guidelines

Each K-6 family attending John Paul II School is required to donate their time and talent for a minimum of 15 hours per year. Families that have only Preschool children attending John Paul II are encouraged to be involved, but not required to donate 15 hours.

Any volunteer hours completed in service to John Paul II School counts toward the required 15 hours of service time. Some examples include, but are not limited to, attending PTO meetings, working in support of the Autumn Classic, Carnival, October Family Dance, Catholic Schools Week, driving for field trips, helping in classrooms, office, or lunchroom, reading to students, and all other activities that help support our school.

After completing volunteer time, parents are to complete a Volunteer Time Sheet (found in the Office or simply call the Office and it will be completed for you) and turn it into the office. All Volunteer Time Sheets need to be turned into the John Paul II School Office to be credited to the family's account. A notice of the number of hours contributed will be sent out to each family in the second semester. This will be done so families have an opportunity to complete their volunteer hours before the end of the school year.

John Paul II School feels very strongly that our parents' time and talents are more valuable than money; but parents are given the option of choosing to pay \$100 instead of the 15 volunteer hours. If a family has not completed their required 15 hours of volunteer hours by registration for the next school year, the \$100.00 will be charged to their account. Amounts may vary according to hours completed. **ALL** Volunteer hours for the current school year need to be completed and turned into the Office by **July 31<sup>st</sup>**.

***\*Remember To volunteer in or at any school related activities it is required by the Diocese to complete the "Safe Environment" training.\* Training may be completed online anytime at [www.safeandsacred-sfcatholic.org](http://www.safeandsacred-sfcatholic.org), or at designated training times in our parishes throughout the year.***

# Volunteer Hours Family Tracking Sheet

\*to be kept posted in your home, so your family may keep track of your stewardship of time for our school

**Family Name:** \_\_\_\_\_

<b>Date</b>	<b>Volunteer activities</b>	<b>Hours</b>

\*please fill out and turn in to the school office

Name \_\_\_\_\_  
Volunteer Project \_\_\_\_\_  
Date & Hour(s) \_\_\_\_\_  
Signature \_\_\_\_\_

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## Volunteer Time Sheet

\*please fill out and turn in to the school office

Name \_\_\_\_\_  
Volunteer Project \_\_\_\_\_  
Date & Hour(s) \_\_\_\_\_  
Signature \_\_\_\_\_

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## Volunteer Time Sheet

\*please fill out and turn in to the school office

Name \_\_\_\_\_  
Volunteer Project \_\_\_\_\_  
Date & Hour(s) \_\_\_\_\_  
Signature \_\_\_\_\_

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## Volunteer Time Sheet

\*please fill out and turn in to the school office

Name \_\_\_\_\_  
Volunteer Project \_\_\_\_\_  
Date & Hour(s) \_\_\_\_\_  
Signature \_\_\_\_\_