

Explanation of the Service Hours Program for 2019-2020

Each family with students enrolled in grades Pre-K4 (Full Day)-8 will be responsible for completing its own hours. Participants must be 21 years of age or older. Any high school age child that assists for any school function will only be able to receive credit towards their high school community service hours. Service hours cannot be shared among families or friends.

Please note: It is *your* responsibility to sign in and out so that you receive proper credit for hours worked.

Only activities listed below, or approved by the Support Programs Coordinator in writing, will qualify for Service Hours Program credit. Excess hours cannot be carried over to the following school year.

Advancement Committee - Volunteers are needed with experience in areas such as marketing, advertising, publishing, communications, relationship-building, and/or grant-writing, to assist the Advancement Office in promoting and increasing the visibility of Monsignor Slade Catholic School. Requires attendance at monthly meetings and participation in sub-committees. Meeting and subcommittee work will involve after-school and/or weekend volunteer time.

Baking for Events - If you choose to bake for events, you will be notified of upcoming events and the type of baked goods needed. You must send in one cake, two dozen cupcakes or two dozen brownies, etc., to receive one hour of credit for each event. No credit will be given for store-bought items. A list of the baking events include: Christmas at Slade, three Grandparents' Days, Bingo, and monthly bake sales for students. You will be notified of any additional baking opportunities. (No other areas that you may be asked to donate baked goods for during the school year will earn any Service Hours Program credit, i.e., sporting banquet, band banquet, etc.) A letter will be sent home at the end of September explaining the specifics for this event to those who sign up to bake for events.

Classroom Aide/Volunteer - You may work any day, Monday through Friday, in the kindergarten through 8th grade, as needed by a teacher. Please contact your child's homeroom teacher for further information as to dates, times, etc. Aides assist the teacher by working with individual students or small groups of students. Hours will be credited for services performed between 8:15 and 2:15 p.m. In order to receive proper credit for your service hours, you must indicate "Classroom Aide" and the homeroom number for which you are assisting when you sign in at the Front Office. Participants must be 21 years of age or older. All participants must be VIRTUS-compliant.

Club Volunteer - Parents volunteer to assist the club moderator in various capacities as requested by the teacher. All participants must be VIRTUS-compliant.

Hospitality Committee - This committee is comprised of three sub-committees. Each will be responsible for set-up, including making coffee and punch, serving and clean-up.

Committee #1 - August 28, 2019 - New Parents' Night; November 11, 2019 and January 26, 2020 - Open Houses

Committee #2 - October 9 and 10, 2019 - Donuts with Dad; February 26 and 27, 2020 - Muffins with Mom; April 22, 23 and 24, 2020 - Grandparents' Days.

You will be scheduled by the Hospitality Committee Chairperson to work for these receptions and/or socials. All participants must be VIRTUS-compliant.

Maintenance - Assist our maintenance engineer with the grounds work, painting, hauling, and more. Weekday and weekend opportunities are available. If interested, you are responsible to contact our Facilities Manager at (410) 766-1598 and leave a message. Be sure to include your daytime phone number.

Office Volunteer - The school office needs volunteers who can do occasional clerical work. Typical in-school jobs would include front desk reception, preparing mailing materials, making copies for teachers, etc. At-home volunteer work would include: making phone calls, stuffing envelopes, applying labels and postage to mailings, clipping box tops, etc.

Parent Cleaning Days - November 2, 2019, January 25, 2020 and April 18, 2020.

Whenever parent cleaning days are scheduled, parents come to school to do some general cleaning and yard work. This event takes place from approximately 7:30 a.m. to 12:00 p.m. on Saturday mornings. You will receive one hour of credit for every hour worked.

Sports Programs - Sports hours are earned as follows: **Offices**: Athletic Council Officers - 12 hours; Sports Commissioners - 12 hours; Sport Directors - 12 hours; **Teams**: Coach - 12 hours; Assistant Coach (up to two per team) - 10 hours; Event Monitor - 10 hours; Team Parent - 5 hours. Any questions may be directed to one of the Athletic Council members listed in the Handbook or on the Slade sports website—www.sladesports.com. All participants who are planning to volunteer in the sports program must be VIRTUS-compliant.

Uniform Exchange - Volunteers are needed to help sort and organize donated uniforms prior to the scheduled uniform exchange sale. During the event, volunteers help shoppers locate desired uniform items. The Uniform Exchange is held three times per year with volunteers expected to work from 2:00-6:30 p.m. All volunteers must be VIRTUS-compliant.

Home and School Association Activities

For the following Home and School Association activities, the Service Hours Program will credit your account as follows: For every hour worked, you will receive one hour of credit, with the exception of those people who are appointed chairperson. The chairperson will receive their full 12 hours of credit for chairing these activities.

Sports Cards Shows: Help is needed to set up tables and chairs early in the morning, give general assistance during the day, and clean-up after the event. *Please note:* Hours for May & June shows will be applied to the 2020-2021 school year.

Boo Family Bingo: This event requires people to assist as kitchen crew and/or floor workers during family bingo. All participants must be VIRTUS-compliant.

Race for Slade: This event takes place during the school day. Parents are needed to man checkpoint stations throughout the race. All participants must be VIRTUS-compliant.

Christmas at Slade: This event requires organizing or working on the various committees, set-up, working the December event, and clean-up. All participants must be VIRTUS-compliant.

Candy Sale: This event involves tallying, packing and distributing orders in school during the day. All in-school participants must be VIRTUS-compliant

Father/Daughter Dance and Mom/Son Adventure: New this year, help is needed in the planning and organizing of the event, set-up, working the December event, and clean-up. All participants must be VIRTUS-compliant.

Bags & Bling Bingo: This event requires people to assist as kitchen crew and/or floor workers during adult bingo. All participants must be VIRTUS-compliant.

Flower Mart: This event requires people to assist with setting-up and selling of the plants to the children and parents during school hours. All participants must be VIRTUS-compliant.

May Fair: This one-day event requires volunteers to help plan, organize, and work together on various committees. Volunteers are needed to help set up, work, and clean up on the day of the event. All participants must be VIRTUS-compliant. Service hours for this event earned will apply to the 2020-2021 school year.