

# St. William Parish – Elementary School

June, 2007

Dear Parents:

As outlined in a previous letter dated March of 2007, I explained the School Committee has decided to institute a mandatory volunteer hour policy that will be in place for the 2007/08 school year.

The School Committee members researched similar programs that are in place at surrounding schools and developed a program for St. William based on feedback from other schools and our current volunteer needs.

We have compiled a list of volunteer opportunities that include such things as lunch monitors, PSA function coordinators and/or volunteers, classroom parental assistance, School Committee members, PSA board members, morning classroom supervision, etc as well as guidelines for the program.

Our mandatory volunteer program will consist of the following guidelines:

- The program will be tracked by the school office/Denise.
- Protecting God's Children certification is required for volunteer hours that include working with the children.
- Selection of volunteer hours must be from approved list and any new volunteer events to be added must be approved through School Committee.
- Each family will be required to fulfill a minimum of 20 hours of service during any school year
- 10 hours minimum must be served during the first semester with the following hours completed during the second semester
- During each of the semesters, half of the time (5 hours/semester) must be given to the lunch program either as a hot lunch person on Wednesday, a hot dog lunch person on the first Friday, or a recess supervisor
- Each hour of service will be equated to \$10/hour. Families will be required to pay the difference between the hours served and the hours remaining at the end of each of the semesters.
- Statements of hours served will be distributed to families once in December and then in June and if payment is due for volunteer hours shortfall. All checks made out to: *St. William School* with all monies generated to be placed in a general school fund.
- Any families who find it difficult for any reason to maintain this requirement are to bring their concerns to the principal for consideration
- All families should have returned a signed copy of the policy at registration time.
- Chairs or Co-Chairs/Coordinators receive credits listed as a maximum for the year for that event. Helpers receive credit listed for helping at the event.
- The school committee has established a number of co-chairs for each event so as to distribute volunteers evenly to the many events that take place over the

## St. William Parish – Elementary School

year. Chairpersons will keep track of helpers for the events they organize and turn in *helper list* to office within one week of event.

- As a volunteer for an event, you are either a coordinator or helper - you cannot get credit for both.
- Family members (provided they've completed PGC - if required) may help you earn Vol. hours.
- You cannot pay other school families to work your volunteer hours.
- You can get paid to be a lunch monitor and receive volunteer hours for the same time.
- Specific events can be reported through the *Volunteer Hours Tracking Sheet*, found in the office. One tracking sheet should be completed for each event the volunteer is involved and are as follows:

	Morning drop off	.5 credit hr.
	Lunch Duty	1 credit hr
	Library Sub	1 credit hr
	In-class help – Wed.	1 credit hr
	Popcorn helper	1 credit hr

	Hot Lunch Duty	1 credit hr
	Field Trip chaperone	1 credit hr
	Resource Room	1 credit hr
	Office help	1 credit hr
	Hot Dog lunch	1 credit hr

- These sheets are due within 7 days of the event for credit.

School Committee will monitor and evaluate the success or concerns related to this new policy. Adjustments will be made to it as necessary. We appreciate your patience as we work through this first year with the new program.

Respectfully,

Linda Jackson  
and School Committee Members