

St. William Parish – Elementary School

June, 2009

Dear Parents:

The School Committee instituted a mandatory volunteer hour policy starting in 2007 that will continue through the 2009/2010 school year.

They developed the Parent Involvement Program for St. William based on feedback from other schools and our current volunteer needs. Families are required to volunteer at the school to earn service credits.

We have updated and 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:

- Parents need to read, sign and return last page of this information outlining the program.
- The program will be tracked by the school office/Denise.
- Protecting God's Children certification is required for volunteer credits that include working with the children.
- Selection of volunteer credits must be/from approved list and any new volunteer events to be added must be approved through School Committee/School Office.
- Each family will be required to fulfill a minimum of 20 service credits during any school year
- 10 service credits minimum must be served during the first semester with the following service credits completed during the second semester
- During each of the semesters, half of the time (5 credits/ 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. **Any families who find it difficult for any reason to maintain this requirement are to bring their concerns to the school office for consideration by 9/30/09 so that other accommodations can be made for their service.**
- Each service credit will be equated as \$10/hour. Families will be required to pay the difference between the credits served and the credits remaining at the end of each of the semesters.
- Statements of service credits will be distributed to families once in December and then in June and if payment is due for volunteer service credit shortfall. All checks made out to: *St. William School* with all monies generated to be placed in a general school fund.
- Chairs or Co-Chairs/Coordinators receive credits listed as a maximum for the year for that event. Helpers receive credits 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

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year. Chairpersons will keep track of helpers for the events they organize and turn in *Event Service 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. An *Event Planner* document is available on the school website to assist chairpersons planning events. Go to the Parent Involvement Program page and scroll down to the bottom for all forms and documents.
- Family members (provided they've completed PGC - if required) may help you earn service credits.
- You cannot pay other school families to work your service credits.
- You can get paid to be a lunch monitor and receive service credits for the same time.
- A cut-off for end of the year service is May 15th. You must be signed up to work end of the year activities or have worked your required service by this date. This date provides time for the office to track and record credits correctly.
- Specific events can be reported through the *Service Credits Tracking Sheet*, found in the office or on program website. One tracking sheet should be completed for each event the volunteer is involved and are as follows:

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

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

- 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

Parent Involvement Program Agreement 2009/2010

Sign and return this page only – by September 30th.

We have read and understand the terms of the attached Parent Involvement Program.

School Family_____

Parent Signature_____

Date:_____