

# ST. AUGUSTINE SCHOOL SERVICE PROGRAM

Each family (TK-8), in addition to tuition, is required to volunteer time and talent to St. Augustine School. There are numerous opportunities to do so throughout the year including, but not limited to, being a teacher or library aide, working a fundraiser or athletic event, or serving on the board of the Parent/Teacher Club, Athletic Association, or School Advisory Committee.

## Objectives:

The objectives of the service credit program are:

1. To involve all parents/guardians of the students in the support and enrichment of the school's educational and extra-curricular activities.
2. To help maintain and improve quality educational programs and facilities at St. Augustine School through volunteerism and successful fundraising activities.

## Requirements:

- Parent sign up for twenty-three service hour commitment will take place at the beginning of the new school year, typically on Meet the Teacher Night.
- All school families are required to earn twenty three service hours.
  - Fifteen of the twenty three hours must be worked during any school event.
  - Four of the twenty three hours must be worked during the school auction OR fish frys.
  - Four of the twenty three hours must be worked at a parish event.
- Any adult member (**sixteen years or older**) of the family is eligible to participate in fulfilling the service hour requirements.
- The Administrator may find it necessary to change and/or cancel any listed fundraising or school event. New events may also be added.
- In lieu of volunteering to earn service credits, a family can elect to pay \$25.00 per un-worked service credit hour.
- Event chairpersons will record the service credit hours of the event volunteers. However, it is the responsibility of the family to sign in and out so that proper credit is given.
- **Parents of children who participate in the school athletic program have an additional service credit commitment to the athletic association and sports program.**

## **Event Committee Responsibilities**

### **❖ Chairperson**

- Must complete Event Tracking Document and submit it to the appropriate committee. Tracking document will be available in the school office.
- Must complete Service Hour Tracking Document on all volunteers and submit it to the service hour chairperson and/or school office. Please retain a copy for your records.
- Responsible for all coordination and vendor related activities.
- Responsible for delegating volunteer activity.
- Must be present at the event to ensure that event runs smoothly.
- Must handle any money that is collected if applicable.
- Depending on the committee, all school service credit hour requirements may be fulfilled by this role. See sign up sheet for committees that qualify.
- Chairpersons are still responsible for parish hours and auction hours.

### **❖ Vice-Chair**

- Shares equally the responsibility of the chairperson. However, the chairperson has the overall responsibility for the event.
- Must be present at the event to ensure that event runs smoothly.
- Depending on the committee, all school service credit hour requirements may be fulfilled by this role. See sign up sheet for committees that qualify.
- Vice-Chairpersons are still responsible for parish hours and auction hours.

### **❖ Committee Members /Volunteers**

- Assists chairperson and co-chair(s) with assigned responsibilities
- Earns one service hour for each hour of time worked.
- Committee Members are still responsible for parish hours and auction hours.

➤ **If you have any questions or concerns regarding the service program, please contact the office at 586.727.9365.**

# SCHOOL RELATED COMMITTEES

## ATHLETIC CLUB

- Chairperson – 23 hours (all service completed)
- Vice-Chairperson – 23 hours (all service completed)
- Committee member (6) – 23 hours (all service completed)
- Requires a two year commitment

## SCRIP COMMITTEE

- Chairperson – 23 hours (all service completed)
- Vice-Chairperson – 23 hours (all service completed)
- Committee member (6) – 23 hours (all service completed)
- Requires a two year commitment

## MARKETING COMMITTEE

- Chairperson – 23 hours (all service completed)
- Vice-Chairperson – 23 hours (all service completed)
- Committee member (4) – (1) hour of work earns (1) school service hour
- Requires a two year commitment

**\*\*All members of these committees are still required to complete 4 Parish and 4 School Auction service credit hours.**

## PARENT TEACHER CLUB

- Chairperson – 23 hours (all service completed)
- Vice Chairperson – 23 hours (all service completed)
- Secretary – 23 hours (all service completed)
- Treasurer – 23 hours (all service completed)
- Member (1) hour of meeting earns (1) school service hour
- Requires a 2 year commitment

## SCHOOL ADVISORY COMMITTEE

- Chairperson – 23 hours (all service completed)
- Vice-Chairperson – 23 hours (all service completed)
- Secretary – 23 hours (all service completed)
- Committee member (6) – 23 hours (all service completed)
- Requires a three year commitment

