

SJLS Family Volunteer Policy

St. John is **blessed** by the hundreds of hours of volunteer assistance provided by our school family. How grateful we are for your gift of time!

➔ **The St. John Lutheran Church Board of Christian Education has instituted a new policy requiring that all SJLS families contribute and record volunteer time.**

*Volunteer time requirements are based on one child.
For each additional child add an extra 4 hours per family.*

5 Day a Week Program = 10 hours a semester

3 Day a Week Program = 6 hours a semester

2 Day a Week Program = 4 hours a semester

Scholarship (Tuition Assistance) = an additional 10 hours a semester per family

Volunteer hours are an exciting avenue for parents to be involved in the school community. It's a rewarding experience to join others in completing projects for the benefit of the children. SJLS has amazing volunteers!

Frequently Asked Questions:

1. How many parent volunteer/participation hours do I need to report each year?

Each family's commitment varies on the program their child is involved in. Don't stop at 4, 6, or 10!! Continue to count and report your hours beyond. Many grant applications request information about parent participation / involvement.

2. If I have more than 1 child attending SJLS, how many hours do I need?

5 Day a Week Program = 10 hours a semester

3 Day a Week Program = 6 hours a semester

2 Day a Week Program = 4 hours a semester

Requirements are based on one child. Each additional child, add an extra 4 hours per semester

Scholarship (Tuition Assistance) = an additional 10 hours a semester

For example: I have a 5th grader (10 per semester) and a preschooler (4 per semester) and I request tuition assistance (10 per semester). For both semesters, I would be expected to volunteer 48 hours.

3. When's the last day I can record my hours for the current school year?

The annual recording period for parent hours will be from June 1, 2017 to June 1, 2018. The minimum time commitment must be met by June 1 each year.

4. What if I volunteered during summer months?

Time earned after June 1, 2017 should still be tracked/recorded, as it will count toward the 2017-2018 school year.

More on reverse

5. In what time increments can my hours be recorded?

Hours can be recorded in 15 minute increments:

- 15 minutes are recorded as .25 hours
- 30 minutes are recorded as .50 hours
- 45 minutes are recorded as .75 hours

6. When and how should I record/report my hours?

When: It is recommended that you record/report hours soon after working them. Please make every effort to participate throughout the school year rather than waiting until the end of the year when time may be short and volunteer opportunities sparse.

How: Record hours [online](#) via the SJLC website or in the school office.

7. Can hours be transferred or given to another family?

Volunteer hours may not be transferred from one school family to another family. Volunteer hours can be donated by a child's parent, guardian, foster parent, grandparent, aunt or uncle, or adult sibling.

8. Aside from volunteering, what are some other ways I can earn hours?

Everyone is encouraged to contribute their assigned hours through volunteering, but if you are unable to meet the commitment, hours may be purchased/or donated at \$20.00 per hour. Volunteer opportunities will be varied, enabling parents to perform them at home and/or school, taking into account parents' different talents, schedules, and family situations. Donation of goods, meaning donated items requested by the school/or teacher's wish list (not including the start-of-year basic supply list), will also count toward the purchase of hours (dollar for dollar – \$20 worth of donated items = 1 hour).

9. What happens if my family fails to comply with the new policy?

St. John Lutheran School has a long history of fabulous volunteers. We anticipate families will volunteer several times the required hours. In the unfortunate case a family is unable to meet the required volunteer hours, a \$20 per hour fee will be assessed and added to the student's tuition bill.

10. Anything else I need to know?

In order to protect our students and comply with state regulations, SJLS requires background checks of any volunteers who will be working with children without the supervision of a staff member. Examples of this include tutoring, driving for field trips, and chaperoning certain events. More information about background checks will be provided if your volunteer work is of this nature.

So...how can I help?

We're so glad you asked! There are many ways in which parents are able to help at our school. Here are some examples:

Time Worked:

- Lunch Duty
- Pre-approved/arranged Classroom Volunteer (including field trip chaperones)
- Communications (phone, email, etc.)
- Fundraising Event Planning & Event Work
- Nautical City Festival Parade Float (Summer)
- Cutting Grass / yard work
- Testing Monitors
- Group Camp – Sept. 6-8 at Bethel Youth Camp
- Special Persons Day (Oct.)
- Italian Dinner/ Auction (Fall)
- Thanksgiving Dinner (Nov.)
- Red Cross Blood Drive (Jan.)
- Lutheran Schools Week special events (Jan.)
- Spring Musical/Play
- PTL Breakfast (Fall & Spring)
- Substitute for lunch and playground duty
- Substitute for serving hot lunch
- Grant research and writing
- Event photography
- Event decoration
- Landscape care
- Building maintenance
- Deep cleaning
- Organizing storage supplies
- Library assistance
- Website design/management
- Data entry
- Service project coordination
- Fund raiser coordination
- Bulletin board display
- Parking lot sign (change approved/provided information weekly)
- PTL officer

- Board of Christian Ed member
- Social Media Coordinator
- Leveling library and classroom books
- Create Shutterfly yearbook
- Recycle printer cartridges
- Sanitizing toys
- Playground improvements, mulch, paint, repair
- Take recycling to Transfer Station (weekly)
- Repair stage curtain
- Family Fare - collect receipts
- At-Home Classroom Assistant (helps with at-home tasks such as cutting, sorting, recording, etc.)
- Room Parent (organizes class parties and acts as liaison between teacher and other parents)
- Teacher's Aide (help with general supervision and misc. projects as needed – 1-4 hours/month)
- Tutor (ongoing one-on-one assistance to a student during the school day – 1-2 hours/week)
Preferred grade range _____
Preferred subject area/s _____

Meetings:

- (Volunteer hours = length of meeting or time worked)
- Attendance at Board of Christian Education Meetings
 - Attendance at PTL Meetings
 - Committee Work or Related Meetings

Donations:

- Donate items requested by the school or teacher's Wish List: \$20 = 1 hour
- Homemade Food Items requested by school or teacher: 2 hours

Anything else you can think of? _____

Parent name/s _____ Hours I'll need to volunteer this year: _____

These days work best: ___Monday ___Tuesday ___Wednesday ___Thursday ___Friday ___Weekend