

# St. Augustine School



## 20-Hour Service Program - 2010-2011 Contract & Commitment Form

Each St. Augustine School family is required to complete 20 hours of volunteer service during the school year. All families must submit this completed, signed form no later than **Thursday, September 2, 2010**. Thank you!

Family Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Child(ren) and Grade(s) \_\_\_\_\_

I agree to give 20 hours of service during the school year (to be completed by May 20, 2011). You will be billed at the rate of \$20 per hour for hours not completed.

I agree to pay \$400 to the school instead of volunteering time (please include payment with this form).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Volunteer Opportunities:***

#### **Automatic 20 Hour Commitments\*\*:**

- HSA Executive Board/SAS School Board
- 20-Service Data Entry
- Scrip Schedule Coordinator
- Scrip Data Entry
- Room Parent (2 per class) Grade: \_\_\_\_\_
- Sports Program Executive Board
- Uniform Exchange Coordinator
- HSA Holiday Event Chair
- Boxtops Coordinator
- Pizza Delivery Coordinator
- Race for Education Coordinator
- Basketball/Cheerleading Coach
- Clinic Coach

#### **Automatic 10 Hour Commitments\*\*:**

- HSA Catholic Schools Week Chair
- Back To School Bash Supper Coordinator
- School's Out Supper Coordinator
- Technology Committee
- Basketball Assistant Coach
- Clinic Assistant Coach

#### **Automatic 5 Hour Commitments\*\*:**

- Ambassador to new SAS family

\*\*You will be contacted by the school office or program chairperson if you are selected to fill any of the "automatic hour" positions. All room parents are chosen by each grade's teacher

This is a list of possible service-hours opportunities. Please check the Monthly Newsletter and Friday Flyer for details on each event and who to contact for service-hour opportunities.

- Pizza Pick-Up: \_\_\_\_\_ Tue.
- Lunch/Recess Monitor
- Book Fair (Sept)
- Library Aide
- Picture Day Helper: \_\_\_\_\_ Fall \_\_\_\_\_ Spring
- Family Dinner Set-up & Clean-up
- Fall Open House
- After or Before Care Substitute
- Used Uniform Sales helper
- Teacher Helper (Specify Grade \_\_\_\_\_)
- Scrip Sales Mornings: \_\_\_\_\_ Mon. \_\_\_\_\_ Wed. \_\_\_\_\_ Fri
- Scrip Sales Afternoons \_\_\_\_\_ Thursdays
- Scrip (fill special orders) \_\_\_\_\_ Thursdays
- Scrip Pick-Up from retailers
- Catholic Schools Week
- HSA Halloween Bingo
- Race for Education Helper
- Field Day Helper
- Substitute Nurse (RN required)

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## 20-Hour Service Program Guidelines

You will be contacted by the school office or program chairperson if you are selected to fill any of the “automatic hour” positions. (Exceptions are those persons who have been selected or appointed by school authorities). All room parents are chosen by each grade’s teacher.

**PLEASE NOTE: Only persons who have completed the Archdiocesan requirements for the protection of children and youth (STAND) may serve as volunteers.**

- ❧ Your 20-Hour Service Contract and Commitment Form must be signed and turned in to the school office by **September 2<sup>nd</sup>**. You can agree to give 20 hours of service during the school year (to be completed by May 20, 2011). You will be billed at the rate of \$20 per hour for hours not completed. Or you can agree to pay \$400 to the school instead of volunteering time (please include payment with this form).
- ❧ Indicate how you would like to meet your service obligations. Please check off those areas of interest which you choose to work. Please check the Monthly Newsletter and Friday Flyer for details on each event and who to contact for service-hour opportunities.
- ❧ A total of 20 hours must be completed by **May 20, 2011**.
- ❧ A family member or friend may help you perform your service hours; however, he/she must be 18 years or older and sign over hours on the specific event sign-in sheet. St. Augustine students may not earn hours by working at any school event.
- ❧ If you enroll after the school year has started, your service hours will be prorated based on the month you entered school.
- ❧ It is your responsibility to ensure that all hours worked have been recorded in the school office or with the chairperson of an event. It is suggested that you keep a precise record of your hours worked. If your name is not on a sign-in sheet, it is assumed that you did not work. Therefore, keeping your own record may help resolve any unforeseen discrepancies.
- ❧ All school event chairpersons must make available a sign-in sheet for that event’s volunteers. Once the event or program is over, those timesheets must be turned over to the 20-Hour Service Coordinator in the school office.
- ❧ All service hours performed must be in accordance with the list of *Volunteer Opportunities* provided with this notice. Any new service related activities must be submitted to the principal.
- ❧ One service hour is given for attending Home & School Association meetings and sacramental preparation meetings.
- ❧ **Field trips, class parties, classroom special events, and attending sports events or other school/parish functions DO NOT count toward service hours.**

**Thank you for donating your valuable time and talents  
to the students at St. Augustine School!**