

# 2009-2010 Fundraising and Volunteer Hours Policy

**Policy:** Each family with a child enrolled in St. Elizabeth School is required to volunteer at least 15 hours per school year and raise funds that would net at least \$150.00 to the school. As a part of the volunteer hours requirement, each St. Elizabeth family will be required to cover **THREE RECESS HOURS PER YEAR**. These recess hours will be **INCLUDED** in (not in addition to) your 15-hour annual volunteer commitment.

## MANDATORY RECESS HOURS

- Each St. Elizabeth family will be responsible for three hours of recess duty each year regardless of weather. (Indoor recess requires adult volunteer monitors).
- This requirement can be fulfilled by **ANY** adult family member who has completed the compulsory background check and attended VIRTUS through the Archdiocese of Washington. Mothers, fathers, adult siblings, grandparents, aunts and uncles, godparents are all welcome and can help the family to reach the three hour goal.
- A family will be charged \$30 per hour for each missed hour. Families will be asked to locate substitutes when plans change and should notify the recess coordinator of these changes at least 24-hours in advance of the scheduled volunteer time - unless an emergency arises.
- A master recess calendar will be available to view at the front desk as each month is filled throughout the year
- Families are required to sign-up for two 90-minute recess sessions.
- Sign-ups are done on the Internet using Volunteer Spot (directions can be found on the recess tab of the Thursday folder). Recess selections must be made by October 31.
- All Mandatory Recess hours **MUST** be recorded in the **volunteer log books** located at the receptionist's desk.
- Kindergarten parents who have just one child at St. Elizabeth are exempt from this requirement during the K year.

## VOLUNTEER HOURS (THOSE OTHER THAN RECESS)

- In addition to the 3 mandatory recess volunteer hours, parents and guardians are obliged to complete an additional 12 volunteer hours. Kindergarten Families who have just one child at St. Elizabeth are obligated to complete 15 volunteer hours.
- All Volunteer Hours can be recorded in the volunteer log books at the receptionist's desk or by sending an e-mail to [volunteering@stelizabethschoolmd.org](mailto:volunteering@stelizabethschoolmd.org). Please note that committee chairs or the school will not report hours on your behalf. Parents and guardians are responsible for recording all volunteer hours. Only, hours up to the required 15 are recorded by the Volunteer Hours Chairperson in the main system. All hours after that are not tracked, **but certainly appreciated!** Excess hours are not carried over to the next school year or applied to the fundraising requirement.
- Any of the hours not fulfilled by the deadline (**Field Day is the last day to fulfill hours for the current school year**) will be billed at \$10.00 per hour at the end of the year. Any unfulfilled Mandatory Recess hours will be billed at \$30.00 per hour.
- Some examples of ways you can volunteer: hot lunch duty, recess duty, scouts, coaching, room parent, at-home work for a teacher, school board, class parties, Christmas tree sales, Scholastic Book Fair, Santa's Workshop, chaperoning a field trip or dance, golf and the gala event, bingo, picnic, Catholic schools week . . . and there are many more. If you are unsure, just ask.

**Please refer to the school's handbook section *Child Protection/Safety* for guidelines parents, guardians, and family members must follow in order to volunteer at St. Elizabeth School.**

## FUNDRAISING:

- All fundraising can be reported by sending an email to [fundraising@stelizabethschoolmd.org](mailto:fundraising@stelizabethschoolmd.org), or by logging them in the volunteer log books at the front desk. Please note that committee chairs or the school will not report fundraising amounts received on your behalf. You are responsible for reporting your family fundraising amounts.
- Fundraising amounts are only tracked up to the requirement of \$150.00 net. Any balances owed as of the May 27, 2010 deadline will be billed.
- The following Fundraising counts toward this obligation:
  - **Sally Foster** – 50% of sales
  - **Pizza Kits** – 50% of sales
  - **Tuition Raffle** – 50% of tickets sold / purchased
  - **Golf** – 50% of all advertising or sponsorship obtained
  - **Gala** – 50% of all tickets purchased to attend the event, 50% of all auction items purchases or raffle tickets at the event, 50% of all donations for the baskets or the auction, 50% of all sponsorship
  - **Cash Donations** to the school – 100% (Wish List and Annual Fund not included)

**In order for a family to receive report cards, results of standardized testing, or have information forwarded to other schools, all volunteer and fundraising balances must be paid in full. The Deadline for reporting is May 27, 2010.**