



**Service Hours consist of Parent Involvement of key school fundraisers.**

Each family of full-time students must work 10-service hours total or pay \$300, while families of part-time students (3 day preschool) must work 5-service hours total or pay \$150. These service hours must be performed at School Board approved events, including Market Day, Walk-A-Thon, Parish Picnic Help, Pasta Dinner, Pancake Breakfast, Major Fundraising Projects, Maintenance Projects, Lunchroom Helper, Active PTO Member-Attending Monthly Meetings & Functions

**Family Name:** \_\_\_\_\_

**2010-2011**

**SERVICE HOUR CONTRACT**

Mandatory Service Hours consist of family support of key school fundraisers. The Service Hour commitment is intended to help run major fundraisers, enhance participation in school activities, and to promote a sense of community. Service Hour obligation and general “volunteering” are NOT the same. Sacred Heart needs volunteers for many tasks to make our school successful. Some examples of volunteering include: room parent and field trips. Service Hours are directly associated with Market Day Fundraiser, Parish Picnic Help , Pasta Dinner, Pancake Breakfast, Major Fundraising Projects, Maintenance Projects, Coaching, Lunchroom Helper and PTO Active Member.

- I. Family requirement: (Maximum 10 hours)
  - a) Full-time students: 10 hours or \$300
  - b) Part-time students (3-day preschool): 5 hours or \$150
  
- II. Cost of un-served service hours: \$30 per hour
  - a) 5 hours need to be completed by January 1<sup>st</sup>, 2011
  - b) Remaining hours must be completed by May 1<sup>st</sup>; otherwise it will be billed to tuition account.

**Note:** Charged hours will not be reimbursed after cutoff dates if later served.
  
- III. School Board authorized Service Hour functions: (including the following, but not limited to:
  - a) Market Day
  - b) Raffle Ticket Selling-(at various locations-1 hr. at a time)
  - c) Pasta Dinner/Pancake Breakfast-(set up/work/clean up-1 hr. at a time)
  - d) Parish Picnic-( set up/work/clean up-1 hr. at a time)
  - e) Major Fundraising Projects-(time will vary according to project)
  - f) Maintenance Projects-(time will vary according to project)
  - g) Coaching (entire season will fulfill 10 hours)
  - h) Lunchroom Helper (11:15a.m.-12:45p.m.)
  - i) PTO Active Member (attending monthly meetings & functions will fulfill 10 hrs.)



- IV. Each adult family member is responsible for contacting and scheduling their service hours with the chairperson of each sanctioned fundraiser. Pre-signup will be encouraged and walk-ins may be turned away. **NOTE:** Each fundraiser will have a cap on number of hours per event that can be worked per person and the event chairperson will be responsible for allocation and assignment.
- V. Service Hours must be worked by an immediate or related **adult** family member. No family may transfer hours to another school family. **All requirements to volunteer MUST be met BEFORE signing up for any event. (Form 7703, CANTS Form, Code of Conduct Form, Criminal Background Check Online, & Attend a Virtus Training/Protecting Children Class-these requirements need to be completed only once.**
- VI. Log sheets are provided at each event and it is the responsibility of the volunteer to sign-in. Hours will be submitted by the event chairperson. (record student(s) name/grade(s))

**We hope you will enjoy new friendships through the activities you choose to participate in and that each experience will be very rewarding for you personally. We hope that everyone will choose to share his or her talents in lieu of paying the fee.**

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Please sign below and return ASAP. Thank you for helping the children at Sacred Heart School.

I agree and understand the Service Hour component of my family's financial obligation to Sacred Heart School.

I wish to pay \$300 (full-time families) or \$150 (part-time/3 day preschool) rather than work my required Service Hours. (Checks made payable to: Sacred Heart School)

I agree to fulfill my required Service Hours for the 2010-2011 school year.

Family Name(s): \_\_\_\_\_ (please print)

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

Date: \_\_\_\_\_ Child's(ren) Grade (s): \_\_\_\_\_