



## GIVE FREQUENTLY ASKED QUESTIONS

Questions that are frequently asked regarding the St. Paul Catholic School GIVE (Growing In Volunteer Excellence) program:

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

**Each family's commitment is a minimum of 15 hours per year. Don't stop at 15! Continue to count and report your hours beyond 15. Many grant applications request information about parent participation. Hours will be prorated for those families who enroll after the beginning of the school year.**

2. If I have more than one child attending St. Paul Catholic School, how many hours do I need to report each year?

**Each family's commitment is 15 hours per year no matter the number of children attending the school.**

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

**The last day to report hours for the school year is May 15<sup>th</sup> each year.**

4. What if I report hours after the deadline?

**Time earned after the May 15<sup>th</sup> deadline should still be tracked as it will count toward the following year. Also in certain situations, these hours may be counted towards the current year – please contact the Development Director via email at [kscher@stpaulcatholicmarion.com](mailto:kscher@stpaulcatholicmarion.com).**

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

**Hours should be recorded in 15 minute increments:**

**15 minutes is recorded as 0.25 hours**

**30 minutes is recorded as 0.50 hours**

**45 minutes is recorded as 0.75 minutes**

6. When and how often should I report my hours?

**Hours should be reported within two (2) weeks of completing them and not later than May 15<sup>th</sup>. It is recommended that 8 hours be completed in the first half of the year as it becomes more difficult to provide enough hours to everyone as the year progresses.**

7. How will I know how many hours I have submitted?

**Your volunteer hours will be tracked as you report them and you will receive a mid-year statement of your completed hours to date in January. It is recommended that you keep a log of your hours in case of a discrepancy. At the end of the school year, the School Office may issue bills for incomplete hours.**

8. Can my hours be transferred or given to another family?

**Hours may not be transferred or given to another family. However, each family's 15 hour commitment may involve the whole family. Parents, grandparents, aunts, uncles, older siblings and other care-persons may contribute as long as they indicate your family and their relationship to you when completing the report form and follow the guidelines of the GIVE program, including the Safe and Sacred Training.**

9. What types of participation are eligible for volunteer hours?

**Volunteer hours may be reported for requests made through your child's teacher, PTO officers or any member of the school administration. Ask yourself this question in order to help determine if the time spent may be used as volunteer hours: "*Does this activity help with the betterment of the school as a whole (or a class)?*" If you answered YES, the activity may be counted as volunteer hours as it is something that creates value for a larger audience than your own child or family. Some examples of participation that may be reported for volunteer hours are:**

- Classroom support (lesson preparation, bulletin boards, cutting out items, etc.)
- Event support (set up, publicity, clean up, etc.)
- Maintenance support (gardening, small repairs, etc.)
- Program support (library, computer technology, material making, enrichment, etc.)
- Administrative/Office support (newsletter, technology assistance, office coverage, recess duty, lunch duty, etc.)

10. What types of participation are NOT eligible for volunteer hours?

**Many valuable contributions of time and talents are made because parents wish to be supportive of their child's classroom activities and of the school in general. Ask yourself this question in order to help determine if the time spent may be used as volunteer hours: "*Does this activity help with the betterment of the school as a whole (or a class)?*" If you answered NO, the activity may not be counted as volunteer hours as it is something that creates value for your own child or family. Some examples of participation that may NOT be reported for service hours are:**

- Attending classroom parties or other celebrations
- Attending school meetings, parent education nights or school programs.

11. How do I determine the number of hours I report for a completed volunteer job?

**Most jobs will have you report actual time spent completing the task. It is not always clear how long it will take a parent to complete a project. In those cases, parents are asked to track their time and honestly report the number of hours actually spent on a task. Yearlong commitments such as serving as a PTO officer or on the School Advisory Committee include extensive responsibilities and time commitments. These are assigned an hour value as outlined in the program guidelines.**

12. How do I find out about volunteer needs?

**There are a variety of ways to find out about volunteer opportunities. You may watch SchoolSpeak, newsletters and emails. If you are looking to contribute hours, contact the school office for available opportunities.**

13. When may I complete on-site volunteer hours?

**Parents may complete many volunteer jobs in the school during school hours or other hours when scheduled ahead of time. Important: If parents bring children into the school before or after hours, they must follow the same rule that applies to all employees of the school regarding child supervision: Children should never be left unsupervised in any area of the school at any time.**

14. Is it possible to fulfill my requirement from home?

**Yes, many volunteer jobs, such as materials making, newsletters, emailing and phone calling may be done from your home.**

15. What happens if I do not complete the number of hours requirement?

**If you are unable to complete your family's 15 hours before the deadline, you may be billed for the hours not completed at the rate of \$10 per unfulfilled hour. Payment for unfulfilled hours is due by the end of the school year. Failure to complete your GIVE hours and/or payment may result in your child not being enrolled for the following school year.**

16. Who do I contact if I have questions about volunteer hours?

**If you have any questions or concerns about the GIVE program at St. Paul Catholic School, please contact the Development Director at [kscher@st.apulcatholicmarion.com](mailto:kscher@st.apulcatholicmarion.com) or 765-662-2883 ext. 110. Parents are invited to make suggestions for participation. Your ideas are important to us!**