



GIVE GUIDELINES (GROWING IN VOLUNTEER EXCELLENCE)

St. Paul Catholic School is proud of the tradition of excellence built since 1909. A part of that excellence is a direct result of the commitment of families to work together for a common goal – the preparation of the students academically and spiritually for life’s challenges. We count on everyone feeling a sense of ownership in the school and a desire to do more than the minimum to make the school a wonderful environment for the students. We are pleased with the tradition of volunteerism and the community built from it. Volunteerism is essential to the continued excellence at St. Paul Catholic School. **To this end, families are asked to contribute 15 hours or more of time each school year in support of school-wide and classroom activities facilitated by the school teachers, staff and PTO (Parent Teacher Organization).** The GIVE program runs June 1st through May 15th annually and hours are to be reported within two (2) weeks of the time volunteered. The service opportunities are structured around the variety of schedules and needs in the school community. There are many ways to get involved. The sharing of time and talents by parents is not only a fundamental part in the success of St. Paul Catholic School and the students; it is also a part of the commitment made as a parent of a student in the school.

Purpose of the GIVE Program

- To support academic achievement and school goals
- To assist teachers in providing basic skill instruction
- To enhance interpersonal experiences for students
- To assist school staff with support services
- To increase students’ motivation for learning
- To strengthen school-parent-community relations through positive participation
- To promote parent involvement by actively supporting and seeking collaborations with the PTO, School Advisory Committee and school administration/staff.
- To enhance the school’s educational programs, not to displace school employees.

Who is a Volunteer?

A volunteer is an unsalaried person who is authorized by the school to perform service for the school. A volunteer shall serve in such capacity without compensation or employee benefits of any type.

GIVE Program Overview

1. Each school family, no matter the number of students attending St. Paul Catholic School, is to contribute 15 hours of volunteer time each year running from June 1st through May 15th.
2. Volunteer hours should be reported promptly, but no later than two (2) weeks from the time volunteered, using the GIVE Report Form which can be found in the school office or on the school website.
3. Time should be recorded in 15 minute increments.
4. Volunteer hours will be tracked as they are reported and each family will receive a mid-year statement of their completed hours to date in January.
5. 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.

6. Volunteer hours not completed by the May 15th deadline may be billed at a rate of \$10 per unfulfilled hour due by the end of the school year. Failure to fulfill the hours and/or payment may result in your child not being enrolled for the following school year.

Safe and Sacred Training

All adults interacting with students are required to complete the Safe and Sacred Training. Please contact the school office for more details.

What Qualifies for GIVE Hours?

Below is a chart for reference on what qualifies for volunteer hours. While this is not an exhaustive list, it contains many of the common volunteer opportunities at St. Paul Catholic School. Please feel free to contact the Development Director for questions regarding qualifying volunteer hours.

Activity/Event/Position	Yes/No	Credit Earned	Notes
PTO Officer	YES	15 hours	Submit report form no later than Dec. 31 st .
School Advisory Committee Member	YES	15 hours	Submit report form no later than Dec. 31 st .
Cafeteria Duty	YES	Hours worked	This is only if you are not paid for this duty.
Recess Duty	YES	Hours worked	This is only if you are not paid for this duty.
Office Coverage	YES	Hours worked	This is only if you are not paid for this duty.
Baked Good Donation	YES	1 hour per donation*	Indicate item use on form or if available. Complete sign-in form when dropping item off. * Amount of donation needed to qualify will be provided when items are requested.
Purchased Product Donation	YES	1 hour per donation	Indicate item use on form or if available. Complete sign-in form when dropping item off. * Amount of donation needed to qualify will be provided when items are requested.
Library	YES	Hours volunteered	
Field Trips	YES	Amount of time gone on field trip	
PTO Event Support (dinners, dance, carnival, etc.)	YES	Hours volunteered	Please have PTO Officer sign the report form before turning it in.
Parish Event Support (Family Picnic, Hog Roast, etc.)	YES	Hours volunteered	Please have a member of the Parish or School staff sign the report form before turning it in.
School Gala/Auction Support	YES	Hours volunteered	
Classroom Support	YES	Hours volunteered	
Maintenance Support	YES	Hours volunteered	

Enrichment Volunteer/Grandparent (assisting kids before, during or after school as requested by school staff)	YES	Hours volunteered	This only counts as requested/approved by school staff.
Classroom Party/Celebration Attendance	NO	0 hours	
PTO Meeting Attendance	NO	0 hours	
School Event/Program Attendance (Back to School Night, Parent-Teacher Conferences, Thanksgiving or Advent Program, etc.)	NO	0 hours	

More Information

For answers to frequently asked questions, please review the GIVE Frequently Asked Questions information sheet. Please contact Kelly Scher, Development Director, at kscher@stpaulcatholicmarion.com or at 765-662-2883 ext. 110 for any unanswered questions you may have.