

# Holy Name Parish School Volunteer Program Fund

ALL FAMILIES WITH CHILDREN IN NURSERY - GRADE 6  
MUST PARTICIPATE IN THIS PROGRAM

**Purpose:** Since 1985, the Volunteer Program Fund has been in place to provide financial support to the school and to assist the school with services through parental involvement. All funds raised help to keep the tuition as low as possible. The services which parents perform for the school cannot be underestimated. The school needs and thrives on parental involvement.

**Payment:** \$200.00 payment is required of every family upon entrance to the school. Payment may be made in two installments of \$100 each. NO FAMILY IS EXEMPT. Payment is rolled over to the next year if volunteer service is completed.

The \$200 is forfeited if volunteer hours are not completed during the year and another \$200 is due for the next year. The \$200 is refunded when a family leaves the school if volunteer service has been completed for the year. A letter requesting your \$200.00 needs to be submitted to the school office upon leaving the school.

**Service Required:** Either parent or family member over 18 may do service.

Two parent families – 40 hours

Single parent families – 20 hours

(Single parents who remarry become two parent families)

**Home & School Association** – Each family is encouraged to join, as this is the major fund raising organization for the school and an opportunity to meet school families. There are many functions during the year, which will allow opportunities to obtain credit hours. Board members are given 40 hours at the close of the year after completion of duties.

**Lunch Duty** – Parents are asked to supervise and help students during any one of our three lunch times 11:55 a.m. – 1:25 p.m. Many parents are needed to help open milk cartons, assist children with their lunches, maintain reasonable order, assist on the playground, and clean each day. Volunteers are to report to Parish Hall. Two (2) hours of credit will be given for each clock hour worked.

**Room Parents** – Each classroom is assigned a room parent to help organize holiday parties, emergency chains, and necessary help for various functions throughout the year. Twenty volunteer hours are given to each parent after the completion of the year.

***Bernardines*** – This is a parish organization of women. They have many functions that support the parish and provide great social opportunities. Ten volunteer hours are given for chaperoning a Jr. High dance.

***Nurse*** – Substitute nurses are needed throughout the year. Two hours of volunteer service will be credited for each hour worked.

***Resource*** – Aid teachers in the class. Contact your child's teacher at the beginning of each school year.

***Baked Goods*** for Special Events, such as the Craft Fair will receive one volunteer hour per desert. This excludes classroom parties.

***Paper*** – The school is in need of clean, neat, stacked, usable paper. Two credit hours will be given for each brand new package of unopened 20lb paper for the copy machine. Please no computer paper.

***Prayer Garden*** – If any parent or groups of parents would like to maintain the Prayer Garden during the summer and school year, two hours will be given for every clock hour worked.

***Field Trips*** – Ten hours will be given for each field trip. For safety reasons, younger siblings may not participate.

***Special Categories*** – If any family has expertise which they feel would benefit the school, please contact Mrs. Workman.

***Parish Activities*** – If any person actively participates in the Baptismal Preparation Ministry, CCD teacher, Adult Choir, etc., volunteer hours will be given only with the approval from Father Carlson and/or Fran Hauck.

**Record Keeping** – Please keep track of your hours. When signing in for any event, please write your child's name and room number next to yours, especially if names are different.

***Any parent who is directly involved in any activity with our students must present a Holy Name Volunteer identification card indicating completion of the CORI and Virtus training process. Volunteer hours will not be given unless you have completed the CORI and Virtus process.***