

OLPH FAMILY SERVICE PLAN

PURPOSE

The two purposes of the OLPH Family Service Plan are: first, to help OLPH School by having parent volunteers assist in activities that occur during the school day or are considered school-sponsored enrichment activities and second, to enlist parent volunteers in helping the School to reach its fundraising goals.

OVERVIEW

The OLPH Family Service Plan requires each family to perform 30 hours of service (or 15 hours per family with a single, disabled, or deployed parent) from a predetermined list of activities. The School Board and the Principal may approve other activities on a case-by-case basis. The Family Service Plan year begins and ends on May 15th. Families that fail to complete the required 30 (or 15) hours of service by May 15th will be required to pay a fee.

FAMILY SERVICE PLAN FEE

A family unable to complete any service hours will be required to pay a \$300 fee (30 hours x \$10 = \$300). This fee will be reduced by \$10 for every hour of service completed. Likewise, a family with a single, disabled, or deployed parent will be required to pay a \$150 fee (15 hours x \$10 = \$150). This fee will also be reduced by \$10 for every hour of service completed.

Families of students enrolled during the course of the school year are required to perform a pro-rated number of hours (month enrolled/9 months) x 30 hours (or 15 hours) or pay a pro-rated fee.

RECORD KEEPING

It is the **responsibility of each family** to maintain an accurate record of service hours. Each family will maintain their Family Service Record Page (Record Page) at home. To track your hours, the Record Page will be available on the school website as a downloadable file under the HSA heading. Please return Record Page to the 2nd Vice President preferably by e-mail as an attachment, or you may print it out and send it.

- The May 15 through August 31 Record Page is due on September 10.
- 10th of each month: The hours recorded reflect the preceding month's tally (e.g. September 1 through September 30 is due on October 10).
- The April Record Page includes April 1 through May 14. This Record Page is due May 15th.
- **Record Pages that are received after deadline will not be counted toward your Family Service Hours. No exceptions will be made.** We apologize in advance for any disappointment that may occur when you perform service hours and receive no credit for them.

Once your family has submitted 30 service hours, the 2nd Vice President will contact you to confirm that your family's obligation has been met. From this point on, no additional paperwork is required.

Prior to April 1st the 2nd Vice President will send a notice to all families that have reported fewer than 20 hours of service as of March 15th. Families with a single, disabled, or deployed parent will be notified if fewer than 10 hours are reported.

If a family cannot complete the required hours due to extenuating circumstances, a request shall be sent to the HSA Executive Board outlining the reason(s). After consultation with the Principal, the HSA may grant a family a temporary exemption from completing the required hours.

SERVICE OPPORTUNITIES

A Family Service Opportunity Form will be sent home in the first white envelope of the school year. Families must complete and return the Service Opportunity Form by September 15th of each year.

Approved Activities

<u>School Day Activities</u>	<u>Evening and Weekend Activities</u>
	Angel Ink Publication
Classroom Volunteer	Bull Roast
Field Trip Chaperone	Bonus Card Program
Catholic Schools Week	Book Fair and classroom book orders
Field Day	Breakfast with Santa
Gift Certificate Sales	Fall Festival
Hospitality Committee	Maintenance Committee
Library (1 hour per class)	General Mills Box Tops Program
H.S.A Executive Board and Committees	H.S.A General Meetings (1 hour per meeting)
Lunch Parent (2 hours per lunch)	H.S.A Executive Board and Committees
May Fair	Sally Foster
Race for Education	Race for Education
Special Luncheons	Development Committee / Grant Writing
Uniform Exchange	School Board and School Board Committees
White Envelopes	STAND Training (1 Hr.)
Hot Lunch Program	Back to School Picnic
<u>After School Activities:</u>	
It's Academic	
Chess Club	
Drama Club	
Math Counts	

* The list of approved activities can be changed by the HSA Executive Board and Principal as new opportunities arise. An updated list will be published at the beginning of school.

Points of Contact

Questions regarding the Family Service Plan or service volunteer opportunities should be directed to the HSA 2nd Vice President.

Contact information can be found on the HSA section of the school web site.

Please sign and return the form below to school no later than August 30:

 Print Family Name

 Date

- I have read the OLPH Family Service Plan requirements.
- I understand that I must download a form to track my family's service hours and that this form must be returned no later than the 10th of each month in order for my hours to be counted. I understand that no exceptions will be made.
- I understand that my family must complete 30 service hours unless we qualify for a reduction to 15 hours.
- I understand that I will be required to pay \$10 for each service hour not completed/credited, up to \$300 (\$150 for reduced requirement).

 Parent/ Guardian Signature