

MOTHER OF GOD SCHOOL SERVICE HOURS HANDBOOK

2005-2006 SCHOOL YEAR

SERVICE HOURS

The School Administration requires that each family contribute their time to the school as a condition of enrollment. This serves not only to keep tuition costs down, but also to build a strong school family. Parental involvement gives the Principal and the faculty the support they need to provide a quality education in a safe, peaceful environment.

- **Two-parent families are required to contribute 30 hours of service time per year.**
- **Single parent families are required to contribute 15 hours of service time .**
- **The service year is monitored from June 1 through May 15 (and must be recorded in the Log book by May 15).**
- **Please be sure to keep a record of your service hours served from May 16 - 31 and enter them into the Log Book for the following year.**

The involvement of every school family means a great deal to the Principal, the faculty and the students. The students learn a valuable lesson of service set by their parent's example. However, what may be overlooked is how much each one of us benefits by serving in our children's school. We form a bond that can only be achieved by working side by side. Friendships will grow as we all work toward the common goal of raising children who are leaders, and more importantly, followers of Christ.

NOTE: Since Mother of God School has a Service Hours Requirement, if you intend to serve in the school in any capacity where you will have contact with the children, and you do not already have a background check on file, you will need to be fingerprinted by the Archdiocese. You will also need to authorize a criminal background check before the new school year begins in August, 2005.

The cost for a school volunteer criminal background check is \$36 and will be paid by the school. Just ask the person taking your prints to put the cost on the Mother of God School bill. I encourage you to make your appointment as soon as possible because many schools will be needing to have this done, and you may not be able to be processed prior to school opening if you wait until the end of the summer to get fingerprinted. Please contact the administrative office at the school for the forms and fingerprinting schedule.

ADMINISTRATION OF VOLUNTEER SERVICE HOURS PROGRAM

1. PLANNING YOUR HOURS

Each family is encouraged to plan their service hours before the school year begins. There are a wide variety of volunteer activities from which to choose. This booklet provides a description of most areas that count toward earning your service hours. Some activities can be done at home, in the evenings or on weekends. Think about which activities best fit your family's schedule as well as your particular interests and gifts.

2. RECORD KEEPING

Record keeping of service hours will be the responsibility of each family. Sign-in sheets will be provided at some events, and are in the school office. **All hours must be entered by May 15th, no exceptions.** The Service Hour Coordinator will compute all hours and a statement will be sent home two to three times per year. **It is important that each family keep records of hours served in case of a discrepancy.** A family is no longer required to submit hours once they have fulfilled the minimum requirement. Once a family has fulfilled the minimum requirement, no additional hours will be recorded.

3. FEE FOR HOURS NOT WORKED

Because some families' schedules make it especially difficult to find free time that can be devoted to service hours, you have the option of paying a buyout fee in lieu of performing your service hours. If the service hours requirement is not fulfilled by May 15, the buyout rate will be \$10.00 per hour.

4. EXEMPTIONS

If there are compelling circumstances (death, serious illness, etc.) that would make it impossible to fulfill the service hour requirement, an exemption may be requested. **The Principal has the prerogative to waive the requirement after considering the circumstances. The family in question must submit a written letter to the principal's office requesting the exemption. The decision of the Principal and the Board of Trustees is final. Requests must be submitted to the Principal by May 1st.**

DESCRIPTION OF SERVICE POSITIONS

DURING SCHOOL HOURS

LUNCH MONITORS – From 12:00 PM to 1:00 PM daily. Parents are needed to monitor the classes while they eat their lunch. Younger children may accompany parents for this activity. This is an important position, and the teachers count on the Lunch Monitors to arrive promptly and consistently. Grandparents are warmly welcomed!

HEALTH ROOM AIDES – 12:00 PM to 1:00 PM daily. One parent is needed each day to staff the health room in order to deal with the small emergencies or accidents that happen during recess. This mainly consists of applying band-aides or ice and giving lots of TLC. Training will be provided for volunteers before the school year begins. FIVE parents are needed each week.

PLAYGROUND/LUNCH MONITOR SUBS – Parents who can be called in the morning to substitute for the regular playground supervisors or lunch monitors from 12:00 PM to 1:00 PM.

LIBRARY AIDES – Volunteers will help librarian with routine filing, cataloging, book repair and the shelving of returned books. Job requires 1 to 5 hours per week.

LAB ASSISTANTS – Middle School science labs are held 2-3 times a week for 40 minutes. Parents are needed to assist the students with their lab projects.

BULLETIN BOARDS – We need volunteers to help teachers with their monthly assigned bulletin board. Some of this work such as, cutting or mounting items could be done at home.

SPECIAL EVENTS DURING SCHOOL HOURS – Some of the activities that require parent's help include class parties, faculty luncheons, Field Day and Field Trips.

HOMEROOM PARENTS – Assist the homeroom teacher by coordinating class parties, telephone trees, class trips, and other tasks as needed. The 7th grade parents host the graduation reception for the 8th grade.

EVENING AND WEEKEND ACTIVITIES

ST. MARTIN'S FOOD PANTRY COLLECTION – Coordinator for the monthly food drives that includes delivery of the collected items on Fridays.

COFFEE & DONUT SOCIAL – Volunteers are needed to prepare coffee and donuts to be served after Mass at St. John Neumann. Volunteers need to be a member of St. John Neumann.

GIANT RECEIPTS – This volunteer receives and distributes information from the store and posts informational flyers.

NURSES – A nurse is needed especially in the beginning of the year to check immunization records and stock the health room, and to give in-services to faculty on universal precautions/blood borne pathogens.

SCHOOL IMPROVEMENT PROJECTS – Painting, carpentry and various handy-man type jobs arise during the school year and summer for those who have these kinds of skills.

TECHNOLOGY COMMITTEE – We need parents with expertise in this field to work with the Principal in implementing the Technology Plan for the school.

PARENTS CLUB – The Parents Club plans and holds various social activities at the school throughout the year. Some of the family events may include a Valentine's Dance, Family Dinners or a Family Picnic.

GYM UNIFORM SALES – One person coordinates this ongoing fundraiser. This involves collecting orders and money from parents, placing the school order, and packing and delivering the individual orders. Volunteers are also needed to be available at the uniform fittings and to help fill miscellaneous orders throughout the school year. **Coordinator – Cathy Feerrar 301-963-3635**

SCHOOL CONCERTS – The students put on a Christmas pageant each year. Volunteers are needed to help the music and band teachers decorate, set up risers and chairs, and publish a program and other tasks as needed for the shows.

SERVICE HOUR COORDINATOR – This volunteer must have a PC with a database. All logged service hours will be given to this person, who will be responsible for tallying and distributing each family's volunteer hours, three times a year.

SCOUT LEADERS FOR TROOP AND PACK 318 - This includes the Boy Scouts, the Cub Scouts. Please contact KC Davy at 301-977-3895 for more information.

ATHLETIC COMMITTEE – The Athletic Committee facilitates the organization of the school teams that will compete in CYO leagues. Those with a desire to build a strong sports program are encouraged to participate.

CYO BASKETBALL HEAD COACH – There are four or more basketball teams at MOG. The basketball season runs from November to early March. Coaches are expected to hold at least one practice a week and will coach at least nine weekend games. Coaches will work closely with the CYO Director and will comply with CYO requirements. Some basketball or coaching experience is preferred.

CYO BASKETBALL ASSISTANT COACH – An assistant to the head coach is needed to help practices run smoothly and to fill in if the head coach has a conflict. A parent of a team member generally fills this position.

GYMNASIUM SUPERVISOR – During basketball season, more than seven games are played in the school gym each weekend. A volunteer is needed to set up for the games and to supervise the gym building during the games. Games are played on approximately 10 weekends, not including holidays or snow days. One volunteer will be needed for Saturday and one for Sunday. About 5 hours can be earned per day.

