**St. John Catholic School   
Family Service Hour Program**

**2017-2018**

Family service hours for the 2017-2018 school year begin May 1, 2017, and must be completed by April 30, 2018. Families are required to complete twenty (20) hours. Service hours are valued at $25 per hour. Parents will be assessed $25 per hour not completed by the April 30 deadline. Payment for hours not completed are due by May 10. Collection of unpaid service hours may be collected through FACTS. At least two (2) of the required annual hours must be completed at the Parish Fall Festival either in time or through equivalent donations (value = $25/hour). Service hours are non-transferrable and may not be carried over to the following year.

The following activities qualify for service hours:

1. Volunteering to help with school activities (Parish festival, family auction/social, classic car show, supervising field trips, room parents, hot lunch coordinators)
2. Pre-approved school maintenance and repair work projects
3. Yard duty and traffic duty
4. Attendance at School Board and Parent Club meetings (maximum 1 hr. per meeting)
5. Library helpers (hours must be recorded and approved by school personnel)
6. Donation of quality (new and needed/requested) goods. Values are subject to review and approval by the Principal. Receipts are required for purchased goods. Goods will count toward service hours at the rate of one (1) hour for every $25 of value
7. Pre-approved donations for parish events, i.e. Lenten Soup Night, etc.
8. Children’s Christmas Mass and Children’s Easter Mass set up, supervising children, and clean up.
9. CYO Head Coaches or CYO Board Officers (titled): must be signed off by CYO president/athletic director and the Principal. Qualifying CYO hours may count up to a *maximum* of 10 of the family service hour commitment. Hours must be submitted and approved through the service hour booklet.

Other volunteer activities may count towards service hours, but must be approved in advance by the principal and service hour coordinator.

The following activities do not qualify for service hours:

1. Parent/Teacher conferences, SST meetings, etc.

2. Sacramental preparation parent meetings (First Holy Communion, etc.)

3. Attendance at CYO activities, movie nights, Back to School Night, Kindergarten Parent Orientation, State of the School Address, etc.

4. Uniform exchange donations

Every family will receive a Service Hour Coupon Book. For each hour completed, enter the activity in the coupon book, have the activity supervisor sign it, and send it back in your Wednesday envelope to the school office.

All volunteers must be fingerprinted through the Diocese and have a valid Safe Environment certificate on file in the school.