



Appendix C – Volunteer Hours Report

The goals of our volunteer policy are to have:

- Teachers welcome caregivers as valued partners in extending and enriching the educational program.
- Caregivers know that they make a difference through contributions of time and talent.
- Family involvement allows staff to draw upon supplemental and often unique adult resources and expertise.

We look forward to your continued interest, support, and involvement in our school community. Enjoy your time with us and do not hesitate to share your insights, questions, and concerns. We rely on your feedback for the continued improvement of our volunteer program.

Responsibilities

CKCS administration is committed to:

- Facilitating volunteer relationships between caregivers and our school.
- Monitoring volunteer activities to make sure best practices are followed.
- Evaluating volunteer activities to make sure school needs are met as efficiently as possible.
- Providing continuity for the success of the volunteer program.

CKCS staff are committed to:

- Welcoming volunteers.
- Informing volunteers about their tasks.
- Providing materials needed for volunteer efforts.
- Encouraging volunteer initiatives and celebrating their efforts.

CKCS volunteers are committed to:

- Respecting school rules and procedures.
- Performing assigned tasks to the best of their ability.
- Working cooperatively with all staff and seeking clarification when necessary.

Requirements for Volunteering at CKCS

At CKCS the overall safety of our students is important to all of us. Each year, every volunteer is asked to:

- Sign a Confidentiality Pledge form.
- Review the entire Volunteer Policy.

In order to assist in an ongoing basis in any capacity that involves direct contact with students (e.g., classroom volunteer, coach, field trip volunteer, driving to an event or activity, etc.), volunteers must meet the following requirements:

- Become a registered volunteer with VirtusOnline.org and pass a volunteer background check.
- Attend a free three-hour Safe Environment training program, “Protecting God’s Children for Adults,” that is held in locations throughout the Yakima Archdiocese. Register online at VirtusOnline.org; send a copy of your certificate of completion to the school office.
- Complete all Virtus training bulletin reports.

All forms are available from the school office.

For questions about volunteer requirements, contact the school secretary at (509) 946-6158.

Volunteer Hours Policies

CKCS requires that all school families complete and report a minimum of 25 volunteer hours each school year. Twelve of these volunteer hours must be on a fundraising activity such as Sausage Fest or the school auction.

A school year is considered to be the first day of summer break until the last day of the next school year (for example, June 8 2019 until June 6, 2020) and will include time spent on school related matters, regardless of where or how the volunteerism is provided (i.e., home, school, field trips, or fund-raising support). Volunteer hours are only applied to the family doing the service and are non-transferable.

Refer to the [Documenting Hours](#) section for instruction on documenting your family’s volunteer hours.

Volunteer hours must be submitted no later than the last day of each school year.

Documenting Hours

Volunteer hours must be logged and recorded every month by submitting a completed and signed Volunteer Hours Form. Refer to [Appendix C](#) for an example of a completed Volunteer Hours Form.

Families must submit their completed Volunteer Hours Forms by the last day of each school year. Be sure to track any volunteer hours you contribute over the summer break. For example, families participating as ambassadors for incoming students will receive credit for the hours they spend during the summer months working with their assigned families.

Volunteer Hours Forms are available on the carousel outside the school office, from the Resource Documents section in RenWeb

Participants

Anyone may complete service hours for a family (e.g., grandparents, cousins, family friends). All volunteers must be at least 11 years old or in 6th grade in order to count towards a family’s total volunteer hours.

Volunteer Hours Opportunities

It is your responsibility to volunteer for the activities of your choice. Families are encouraged to become involved in the CKCS community according to their interests and talents.

Only service hours that directly benefit the school will count towards your family's volunteer hours. Community service hours to other non-profit organizations outside of CKCS (e.g., ECRE,[Sunday School], Cub Scouts), while charitable, do not count toward your family's volunteer hours.

Refer to the Volunteer Activities and Programs section for a list of some of the many volunteer opportunities available. In addition, you will receive emails via signup.com asking you to commit to things that require immediate help.

Sausage Fest Support

Sausage Fest is an annual school event held in cooperation with school families and the Church community. The proceeds from Sausage Fest go into the school's annual operating budget to lower the cost of a CKCS education.

Volunteer opportunities exist in the weeks prior to the Sausage Fest, during the set up and break down of the event, and during the actual event. Sausage Fest typically takes place during the third weekend in September.

Auction Support

As our second largest fundraiser, the school auction contributes significantly to the operating budget and technology needs of the school. School administration, SAC, and an ad hoc community service committee established a firm foundation that includes processes allowing the school auction to be self-sustaining.

It was determined that having one grade level to focus on procurement was the most sensible approach to developing such a foundation. It was established that third grade families lead procurement for the auction.

All time spent on auction procurement by a third-grade family will count towards that family's 25-hour volunteer hours obligation and toward the 12-hour fundraiser obligation.

Third grade families do not have to supply a classroom art project or baskets for the auction.

Volunteer Hours Buyout Option

If you cannot fulfill your volunteer hours, you may choose to make a cash payment of **\$1,000.00 per family (\$40 x 25 hours)**. This is the dollar amount generated per student from Sausage Fest and Auction.

This payment is not a donation and is not tax deductible, but it does fulfill your volunteer hours contractual obligation. **This payment must be paid by the first day of the school year.**

If a family pays the volunteer hours buyout option, but then does volunteer at CKCS,

no refund will be given for the volunteer hours given.

Penalty Buyout for Non-completion of Volunteer Hours

Families that do not pay for the Volunteer Hours Buyout Option by the first day of school and do not fulfill their volunteer hours requirement (25 hours per family per school year, as evidenced in that family's Volunteer Hours Forms) will be billed at the rate of \$40 for each of the 25 volunteer hours not met. For example, if you only complete 15 hours of your 25 hours requirement, you would owe \$400. This amount must be paid before the last day of school. Children cannot begin school the following year unless this amount is paid in full.

Note: If your family experiences an extreme hardship in the course of a school year (e.g., life threatening illness, incapacitated due to a new illness), and you will not be able to meet your volunteer hours commitment, inform school administrators who will review your situation and make an exemption determination.

Field Trips

All field trips have the purpose to enrich the curriculum and are carefully planned as an extension of the classroom experience. The following rules apply to all field trip volunteers:

- Chaperones wanting to bring siblings on the field trip must get prior approval from the teacher and principal.
- All drivers must follow the teacher-provided directions and drive directly to and from the field trip destination. It is very important to meet at designated times and locations, as directed.
- The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:
 - The driver must be at least 21 years old.
 - The driver must submit to a background check and show no felony, DUI, or reckless driving convictions.
 - The driver must be a CKCS registered volunteer, pass a volunteer background check, and attend the Safe Environment training program (refer to the Requirements for Volunteering at CKCS section).
 - The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company.
 - Students less than 8 years old must be secured in some form of child safety system unless the child is 4 feet 9 inches or taller and the seat belt fits correctly. ◦ Students older than 8 years old or taller than 4 feet 9 inches must ride with a secure seat belt. If the seat belt does not fit correctly the child must remain in a child restraint regardless of height or weight.
 - Children under 13 years old must ride in the back seat of the vehicle.

Health and Safety

Accident or Injury

Any student accident or injury must be reported to the caregiver by the designated person representing the school. The volunteer should also report to the teacher or administrator, giving details of how the accident occurred and filling out an accident report form.

Do not leave an injured child to seek assistance; send a child or another adult to report you need assistance.

Medication Procedures

The administration of medications at school is allowed only with a written request of the caregiver and a health care provider. A volunteer may **NEVER** administer any medication (over-the-counter or prescribed) to a student unless the volunteer is trained, approved, and supervised by the school nurse or principal.

Volunteer Instructions

Everyone must adhere to this guidance in order to volunteer at CKCS. Also, call (509) 946-6158 to inform the office staff if you cannot arrive at your scheduled volunteer time.

Parking

You may park in the lot across from the front of the school on Long Avenue, on the street on Long Avenue, or in the lower parking lot in the back of the school.

You may wish to leave valuables, such as a purse, locked in your vehicle as we have no place in the school to secure them.

Sign-in and Sign-out

All volunteers must sign-in at the office, providing your name, arrival time, location you will be within the school, and badge number.

You must always wear a visitor badge on campus or with a field trip.

When your volunteer work is complete, sign-out at the office entering your departure time; return your visitor badge.

Volunteer Duties

Work routines will be explained by the school staff and on-the-job-training will be provided. In addition, you must adhere to the following protocol:

- Familiarize yourself with the rules and routines of the school and classroom.
Please ask questions if unsure about a direction or routine.
- Respect the teaching learning process by not using your volunteer time for an informal parent-teacher conference.
- Be aware that the staff room is often a workroom for teachers and children are not allowed in this area.
- When volunteering in classrooms or on field trips, make other arrangements for siblings.

Be open and honest in your communication to the staff and administration. If you feel a problem exists, help to identify the problem and communicate your concern directly to a staff member.

As a volunteer, you are not expected to be responsible for the actions of the children or for administering discipline. If a student is disruptive, seek assistance from the teacher or administrator.

Volunteer Code of Ethics

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between caregivers, teachers, and students.

During your volunteer work at our school, you may learn confidential information about students, parents, or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.

There are times when student confidences cannot be kept. If a student confides a desire to commit suicide or self-harm, that must be reported. If a child reports any type of abuse to the volunteer, it must be reported to the administration, who may ask you for a statement to be forwarded to Child Protective Services. Any information which, if shared with a caregiver or administrator, may save someone from harm so it must be shared.

Communication

Always direct other caregivers' concerns to the classroom teacher. Written notes and comments are most helpful to teachers. It is the school's responsibility to inform caregivers of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the administrative team.

Quality Work

If you don't think you can do a specific volunteer task, please talk to the staff member involved. If directions need clarity, please ask.

Dependability

The school relies on your support. Follow through on tasks by attending to scheduled times and give notice of absence whenever possible. If your schedule changes throughout the year, just let us know.

Respect for Others

Children learn from watching you. Practice patience and understanding toward the children and staff which helps learners value and apply these qualities.

Role

At all times, a volunteer supports the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

Volunteer Activities and Programs

This section contains a list of some CKCS volunteer opportunities.

Note: This is not a comprehensive list, nor may each opportunity be available in each classroom.

- Auction
 - Class auction baskets chairperson
 - Classroom auction project chairperson
 - Clean-up
 - Data entry
 - Decorations
 - Dessert Dash
 - During auction
 - Database (checking people in and out)
 - Game support
 - Supporting live auction
 - Supporting silent auction
 - Wine grab
 - Leadership positions
 - Procurement
 - Selling tickets
 - Set up
- Book Fairs
 - Set up book fair
 - Assist students during book fair
 - Break down the book fair
- Bridge the Gap Annual Appeal
 - Call Night volunteers
 - Chairperson
 - Envelope stuffing
- Classroom help
 - Assist class in library
 - Assist with a hobby experience
 - Classroom parent
 - Computer lab support
 - Decorating bulletin boards and doors
 - Document dictated stories
 - Filing and paperwork
 - Help with costumes, set up, and clean-up for class performances
 - Monitor students working on assignments
 - Participate in or teach new games in classroom and play yard
 - Read stories
 - Reviewing work with students
 - Supporting art projects

- o Teaching an area of skill (for example, art, music, speech)
 - o Tutoring
- Coaching a CKCS team or club
- Drama
 - o Choreography
 - o Costumes
 - o Makeup
- General school opportunities
 - o Maintenance support
 - o Work parties (e.g., grounds keeping, painting)
- Health room
 - o Hearing testing
 - o Vision testing
- Parent Teacher Organization (PTO)
 - o Book Fair chairperson
 - o Box Tops chairperson
 - o Dr. Seuss Hat sales chairperson
 - o Grandparents Day chairperson
 - o Hospitality support at grade-specific musical performances (serving refreshments)
 - o Leadership positions
 - Coordinators
 - Secretary
 - o Lenten soup supper chairperson
 - o New family ambassadors
 - o New family orientation chairperson
 - o Pride Wear chairperson
 - o Staff Appreciation chairperson
 - o Supper and Supplies event support
 - o Trunk-or-Treat chairperson
 - o Welcome coffee for kindergarten families
- Sausage Fest
 - o Activities that occur before Sausage Fest
 - Booth set up and painting
 - Food and kitchen prep
 - Granny's Attic prep
 - Soliciting volunteers
 - Stuffing envelopes
 - o Activities that occur during Sausage Fest weekend:
 - Set up
 - Shift work
 - Take down

- o Leadership positions; these positions start planning towards the beginning of the calendar year for the following year's Fest.
 - Assistant general chair; this is a three-year position. The first year you serve as assistant general chair and support the general chair(s). The second year, you serve as the general chair. The third year, you support the new general chair and plan the Sausage Fest volunteer workers' party.
 - Food booth chair and co-chair
 - Game booth chair and co-chair
 - Game prizes chair and co-chair
 - General chair
 - Manpower chair and co-chair
- School Advisory Committee (SAC)
 - o Chief financial officer (CFO)
 - o CFO-in-training
 - o Development and foundation
 - o Facilities chairperson
 - o Middle School Enrichment
 - o Policies and procedures
 - o Public relations and recruitment
 - o President
 - o Secretary
 - o Vice president
- School Mass help
 - o Eucharistic minister
- Supervision
 - o Accompany groups on field trips
- Volunteer coordinator
 - o Data entry
 - o Help families find volunteer opportunities
 - o Reporting to administration
- Yearbook
 - o Assist with yearbook sales (collecting forms and payments)
 - o Delivering yearbooks
 - o Prepping yearbooks for delivery
 - o Reviewing yearbook for accuracy and aesthetics
 - o Taking photographs of students and staff