

VOLUNTEERS

The school could not offer the quality of education, service, and sense of community that it does without parental involvement as volunteers, committee members, and supporters. All jobs are important, and the students are delighted to know that their parents are working for the school. St. James School is in need of volunteers who are interested in donating any amount of their time each week in a variety of ways. No college degree or experience is required. If you are interested in helping, please come by the school office and talk with the principal.

1. Classroom volunteers to assist the teacher with clerical duties, cutting out materials, etc.
2. Library volunteers to assist the librarian with the operation of the school library.
3. Clerical volunteers to the office personnel in keeping records, duplicating forms, typing bulletins and/or answering the telephone.
4. Special skills' volunteers to assist the teacher in such areas as arts and crafts, music or drama, and computer activities.
5. Lunchroom volunteers to assist the teachers in supervising the students at lunch.
6. Playground volunteers to assist the teachers/aides in supervising the students with games during the lunch break.
7. Maintenance and gardening volunteers to assist in general maintenance of building and equipment and care of plants, flowers, lawn, and shrubs.
8. Transportation volunteers, with Archdiocesan permits, to take children to and from scheduled appointments, school field trips, or personal needs.

Volunteers should be dependable. If unable to come at the assigned time, they are asked to notify the school office. Confidentiality is expected of all volunteers. All volunteers who work around children or at the school during the day must have had a criminal background check and OVASE training. These are both good for three years.

VOLUNTEER HOURS AND PTC CREDITS

St. James Catholic School has two types of volunteer service: Volunteer Hours and PTC Credits. Both are very important at St. James School, and in many cases, they overlap.

Volunteer Hours

Volunteer Hours will be counted for the Presidential Volunteer Service Award, a national award created in 2003 by the President's Council on Service and Civic Participation to recognize the valuable contributions that volunteers are making in our communities and encourage more people to serve. Individuals with over 100 hours of volunteer service to St. James Catholic School will be recognized at the Volunteer Appreciation Mass and Breakfast held in mid-May and will receive the official President's Volunteer Service Award pin, a personalized certificate of achievement, and a congratulatory letter from the President of the United States. **ANY type of volunteer service** to St. James Catholic School will count towards this award. **The service must be unpaid volunteer service and not donations, corporate sponsorships, purchases of necessary items, auction items, etc.** Volunteer Hours for 2015-2016 are counted from May 1, 2015 - April 15, 2016.

PTC Service Credits

PTC provides an avenue for parents to be more involved in the school. PTC's involvement is twofold: first, to foster an environment for all parents/guardians of students in PK2 through Grade 8 to work and socialize together with a common goal – improvement of the school and secondly, to provide fund raising opportunities for the school in order to help keep tuition affordable for all.

There are two requirements for all PTC members:

1. \$20 dues paid at the beginning of the school year
2. 20 hours of service credit or \$400.00 (Each credit is worth \$20.00) **Four** of these hours must be earned working one or more of the monthly campus clean up days.
3. PTC Service Credits may be earned from May 1, 2015 - April 30, 2016.

Service credits can be earned in several ways:

1. One hour service credit is given for one hour of time volunteering at PTC events
2. One hour service credit is given for \$20 of food or drink donation for PTC events (maximum of 5 credits per event)
3. One hour service credit can be purchased for \$20
4. One hour service credit per family for attendance at PTC meeting
5. One hour service credit per \$20 value for donation of items for Casino Night Auction
6. Special services rendered to PTC sponsored events can earn credits that will be determined on an individual basis.

Parent involvement with their child's class and field trips is encouraged but cannot count toward PTC credits. Also, be advised that attending a class party or contributing food for a party does NOT count as service hours. However, parents who volunteer for field trips, work in the classroom, act as a Room Parent, etc. will receive Volunteer Hours even though they do not receive PTC Service Credits. Conversely, donations count as PTC Service Credits but not as Volunteer Hours.

- All individuals who are in direct contact with children will require a criminal background check as well as completion of the OVASE training required by the Archdiocese. Also please note that the required training hours can be counted as Volunteer Hours, so be sure to record them! CBC's and OVASE are good for three years!
- Sign-up sheets for PTC sponsored events are available at the Meet the Teacher/Info Fair (PTC table) and at PTC meetings. Reminders will be sent through RenWeb e-mail. E-mails may also be sent out, as assistance is needed for PTC events, which will include the contact information for the person responsible for the event. Correspondence for PTC may be sent to stjamesptc@yahoo.com.
- PTC service credits can be earned beginning May 1. You will need to enter them in or send in to the SERVICE HOURS NOTEBOOK. A PTC officer will enter these into RenWeb, which will be updated monthly. Any of the required 20 PTC Service Credits (worth a total of \$400.00) not earned by May 1 will be expected to be paid before the end of May. Additionally, any credits earned after May 1 and during the summer break will be credited

towards the following year's service hours. Please note that it is the parents' responsibility to contact one of the PTC officers to complete their hours from the opportunities available. In addition, no one under 18 years of age may work commitment hours.

Families are responsible for documenting PTC service credit hours and Volunteer Hours in the “**SERVICE HOURS NOTEBOOK**” located in the School Office.

- There is a designated page for each family at St. James Catholic School to document your time spent volunteering at a PTC event at the school or the funds spent on a donation you are providing. Please be advised that if you want credits for a donation, a receipt must be provided and your name along with the items donated must be written and put in the envelope provided in the notebook.
- When participating in a PTC event away from the school (Church Festival, Guadalupe County Fair Booth, etc.), you will be responsible to sign in and out on the "Sign-In Sheet" available at the event. Additionally there will be a sign in sheet at each PTC meeting.
- **PLEASE NOTE: Parents may NOT bring their younger children when they are volunteering due to health and safety regulations.**

Please know that once you fulfill your minimum of 20 service credits, it is important to continue to support the PTC and ensure your hours are logged for the various events; we will continue to monitor how many hours are actually logged.

DIRECTIONS FOR HOW TO RECORD VOLUNTEER HOURS AND PTC SERVICE CREDITS ARE FOUND ON THE NEXT PAGE.

RECORDING SERVICE HOURS

Families are responsible for keeping a record of their Volunteer Hours and PTC Service Credits and documenting them in the “**SERVICE HOURS NOTEBOOK**” which is kept in a visible place in the school office.

- There is a designated page for each family at St. James Catholic School.
- Please round your time up or down to the nearest ¼ hour.
- If you reach 20 hours of PTC Service Credits before the end of the year – don’t stop recording!
(It is important for us to know how many hours are logged for the various fundraising events / committees.)
- A copy of the Service Hour Summary form that you can download and print will be available on the school website at www.sjcstx.org
- Forms can be completed and sent to the school office if you are unable to come in and record your service hours in the “**SERVICE HOURS NOTEBOOK**”

EXAMPLE OF HOW TO RECORD HOURS IN “SERVICE HOUR NOTEBOOK”

THE ABC FAMILY

(ABC Family’s recorded Hours to Date: 10 Hours)

DATE	ACTIVITY	TIME/\$ SPENT	VOLUNTEER HOURS	PTC SERVICE CREDIT	
August 20 th	Set up chairs & tables for school event	2 hours	X		
September 3 rd	Help in library	2.5 hours	X		
September 10 th	Cut/sorted Box Tops for Educ.	1.5 hours	X		
October 25 th	Hospitality Committee / Purchased Food	\$20.00 = 1 hour		X	
Sept. 29	Worked PTC kids booth at Fall Festival	3 hours	X	X	

NOTE: The Sept. 29 event counted for BOTH PTC Service Credits and Volunteer Hours, but it is still only 3 hours, not 6 hours. If you have receipts to turn in, put them in an envelope and staple them to your family's page in the SERVICE HOURS NOTEBOOK.

Each family is responsible for stopping by the front office window to record their hours and turn in any receipts within 30 days of completing each volunteer activity, OR you may fill out the Service Hours Summary form available online on the school website and turn it in within 30 days of completing each volunteer activity.

