

St. Martin School Service Program

Community is at the heart of a Catholic education, not just as a concept to be taught, but a reality to be lived. The goal of the Service Obligation is to equitably solicit the time, talents, and treasures of our community for the benefit of our children and school. The program also provides an excellent opportunity for our parents to connect with our teachers, students, and each other.

Program Description

Throughout the year, opportunities are available to provide assistance and support of events and/or services provided at St. Martin School. Through the Service Obligation Program, each family is asked to contribute their time to support the school's endeavors.

Program Requirements

It is our hope and intention to gain the support of all our parents. The program requirements are subject to change on a year to year basis (for example, service opportunities may be added or deleted, and hourly requirements may increase).

The following are requirements for our program:

1. A 30 hour volunteer time expectation has been established for two parent families.
A 15 hour volunteer time expectation has been established for single parent families.
Five of the volunteer time expectation must be dedicated towards the Auction & Dinner event.
Note: see next page for activities that count for 30 service hours. Please submit log sheets for these hours.
2. Hours are not transferable to other families' commitments.
3. Any volunteer hours worked at the school during the school day must be reported using the official volunteer log form. Sign-in sheets are not used to report hours.
All parents on the school campus during the school day must sign in at the school office.
4. Hours must be completed by June 30, 2010. All hours worked beginning April 1, 2009 will be recorded for the following school year. In lieu of service hours fulfilled, a \$300 donation will be expected by July 1, 2010, or a \$10 donation for each hour not fulfilled.

Recording Hours

Actual time worked is the amount of time that may be recorded. Service hour log sheets are available near the front office or from the school website. Families are asked to complete the log sheets and return them to the office for any hours completed that month. Log sheets should be turned in even after you have completed your 15 or 30 hours because we are trying to access the time each project requires. (Please keep a copy for your records).

Examples of What Counts for Service Hours

Book Fair	Gym Floor upkeep
Cafeteria/Lunch Duty	Library
Classroom Volunteer	Parish Festival
Dance Chaperones	PTG Meetings
Development Activities	School Activities (walk-a-thon, etc)
Driver/Chaperone for field trips	SCRIP Committee
Facilities upkeep	

Activities That Count for 30 Service Hours

Any fundraising or social committee chair
Auction & Dinner Committee Chairs
PTG Officer
Room Parent
SAC Committee
SCRIP Coordinator
Spirit Week Coordinator
Sports Team Coach
Sports Team Parent
Teacher Appreciation Week Coordinator

Examples of Personal Responsibilities That Do Not Count for Service Hours

Attendance at class parties or class events unless actively involved
Attendance/Driving for after school sports
Back-to-School nights
Cub Scout/Girl Scout meetings
Eucharist Ministry
Guest Speaker presentations
Parent Teacher Conferences
Participation at events as a guest (pasta bingo, dances, auction & dinner, etc.)
School Orientations