

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 our 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, hourly requirements may increase).

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 has be dedicated towards the Auction & Dinner event
2. Hours are not transferable to other families' commitments.
3. Any volunteer hours worked at the school during the school day are recorded by signing in and out through the school office. All parents on the school campus during the school day must sign in at the school office.
4. Hours must be completed by March 31, 2009. All hours worked beginning April 1, 2008 will be recorded for the following school year. In lieu of service hours fulfilled a \$300 donation will be expected by April 1, 2009 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 will be distributed through the school envelope the last week of every month. 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).

As an alternative, volunteer sign in sheets may be available at an event, so be sure to sign in at that time.

Listed below are some examples of what counts for service hours:

Facilities upkeep	Gym floor upkeep
Advisory Council Chair	Classroom volunteer
Advisory Council Member	Parish Festival
Driver/Chaperone for field trips	SCRIP Committee
Team Coach	Book Fair
Library	Development Activities
Dance Chaperones	Room Parent
Chairperson for fundraising activities	PTG Meetings
School Activities (walk-a-thon, etc)	Cafeteria/Lunch Duty
PTG Officer	Auction & Dinner committee chairs

As a bonus this year we are giving 10 hours of service time for all families who sell 15 entertainment books.

The following responsibilities are personal ones and do not count towards the 30-hour program.

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