



Dear Saint Hilary Parents -

We are proud of our community and all that it provides for the students and families. As a school, we are also grateful for parents who give their time and energy as volunteers. As part of our agreement, all families provide 40 hours of volunteer hours each school year. We need and want all families to meet this requirement. However, in conversation with you - our volunteers, Parent Guild and the Parent Advisory Board it has been concluded that we can do better. The following policy has been constructed with the goal of encouraging volunteerism, strengthening our community and improving accountability for volunteer expectations and ensuring the safety of our students.

Beginning in 2018-2019 the following policy will guide our collaboration with you - our dedicated volunteers.

Parents with children in grades K thru 8 will be required to complete a minimum of 40 hours of service to Saint Hilary Catholic School during the school year. For single parent families, the requirement will be 20 hours for that parent. Hours must be completed and recorded by June 1. Many families meet and exceed their hours and we are looking forward to encouraging greater volunteerism. We are working to:

1. Better enable parents to track their hours and encourage the parents to log all of their hours, especially those over the minimum (as many stop logging although they keep volunteering),
2. Lessen the time and effort it takes for teachers and the "Tiger Parent Association" to get the well-known and fun activities organized
3. Allow the parents of each class to know at the start of the year what events they are going to be able to use their creativity to undertake and this will ideally help foster a camaraderie to take on their assigned role
4. Enable parents to calendar the dates right up front so there are no surprises during the year, as we respect their busy schedules.



Below are a list of class assignment events that offer families an opportunity to complete their hours. In addition, throughout the school year administration, Tigers Parent Association and teachers will ask for volunteers with the myriad of events that take place on campus.

- KINDERGARTEN: Blessing of the Pets** and auction clean up***
- 1ST GRADE: First Holy Communion Reception** and auction set-up***
- 2ND GRADE: Father/Daughter Dance***
- 3RD GRADE: Crabfeed***
- 4TH GRADE: Mother/Son Dance***
- 5TH GRADE: Book Fair***
- 6TH GRADE: Grandparents Day***
- 7TH GRADE: Graduation Reception**
- 8TH GRADE: Community Coffees**

**Chair and support

***Support already identified chairs

Additional events that are supported by volunteers:

- Donut Sundays
- Sausalito Chili Cook Off
- Tiburon Parade
- Pasta Nights
- Tiburon Thrift Shop
- Elocution Contest
- Spelling Bee
- Concerts
- Open House
- Innovation Fair
- Talent Show

***Information is available on the school website for how to sign up.

Please note:

In order to count towards volunteer hours the volunteer must be assigned as a chaperone by the teacher. Any hours attending the field trip with chaperone duties will be counted as volunteer hours. This includes both day and overnight field trips.

Anything specific to a specific child or family does not count toward service hours. For example, sending in cupcakes for a child's birthday does not count toward volunteer hours. But, sending a class treat (requested by a child's Teacher or Home Room Parent) would count for one (1) volunteer hour. Parents, guardians and family members have many opportunities to volunteer. If the activity contributes toward the betterment of the school as a whole (or a class), it counts toward the required volunteer hours. If in doubt, please ask.



Volunteer Terms and Conditions

Volunteers are required to complete a criminal background check, which includes fingerprinting and Child protection class through www.virtusonline.org. It is a 90 minute online class. The school receives verification that the volunteer has successfully completed the class. The class provides volunteers with information, awareness and vigilance around the signs that a child is in crisis. This awareness session teaches volunteers to understand the signs of child abuse, the methods and means by which offenders commit abuse, and five steps one can use to prevent it.

Volunteers who have passed the screening are permitted to interact with students. Live Scan Fingerprinting is the method used by law enforcement agencies and private facilities to scan,

process and file fingerprints and palm prints electronically. Live Scan Fingerprinting can be completed at any

- UPS store (drop-in)
- Any local police station (by appointment only)
- Marin County Sheriff's Office (by appointment only, [Click Here to Make an Appointment](#))

Saint Hilary Volunteer 5 Step Process

The entire volunteer process consists of 5 easy steps:

Step 1. Background check – A background check form needs to be filled out and submitted to the school office. The Archdiocese of San Francisco Criminal Background Check form is available at the school office or on Rediker, go to *School Links and Files* and click on the volunteer folder.

Step 2. Fingerprinting through Live Scan – Please go online to schedule your Live Scan fingerprinting at one of the school authorized website locations.

The Live Scan Instructions and website location sheet is available at the school office and on Rediker, under the volunteer tab.

While the fingerprinting and background check do not have to be accomplished in a particular order, they must be completed around the same time. If both steps are not completed in a timely manner, the Archdiocese will purge unmatched records within 6 months. Once your fingerprint and criminal background check are complete, the Diocese will send the school's front office your completed background check form with authorization to volunteer with our children. This



information will be kept on file at the school office. The fingerprint and criminal background check must be repeated every 5 years.

Step 3. Please go to www.virtusonline.org to complete the class. The school administration is alerted when you have completed the class successfully.

- Create an account
- Complete the class “*Protecting God's Children® for Adults*”

Step 4. Volunteering and tracking your hours

Each SHS family will be responsible for tracking their own family volunteer hours. Please submit your volunteer hours EACH time you volunteer by logging into your Track It Forward account and adding volunteer hours under the Family Information > Service Hours. Please be sure to enter your volunteer hours as soon as possible – preferably as you serve them.

Unmet volunteer hour fees will be billed by the school office at the end of the school year.

- Unmet service hours billed @ \$25 an hour (this is considered a penalty for not meeting service requirement, therefore it is not tax deductible per IRS)

All service hours must be completed and recorded by June 1 of the current school year. Hours completed after June 1 will be applied to the coming school year. For graduating 8th grade families hours must be recorded and fees paid prior to graduation.