

Parent Work Incentive Program



Why a Parent Work Incentive Program?

- Parents provide valuable service to the school.
- Parents have the opportunity to meet each other and build community.
- HSPS gains access to talents and abilities that the school would otherwise have to fund.

What is the Parent Work Incentive Program?

- Parents perform a prescribed number of hours of volunteer service each year or pay a higher, non-participation rate of tuition.
- Parents of students in grades TK-8 perform 30 hours of volunteer service per year (15 designated Fundraising Hours and 15 Non-Fundraising Hours).
- The additional tuition is **\$1,000 per year** for non-participating families. Diocesan regulations mandate that this amount cannot be prorated for partial hours completed, therefore all 30 hours must be performed and reported to avoid paying the non-participation fee.

What types of volunteer service may I perform?

- *Active Service: services that benefit the school, its students (for school-related activities), or are in support of an activity or event sponsored by the school.* Hours earned through active service correspond directly with the time spent. Fundraising Work Incentive Hours will only be accepted for the reasonable amount of time required to complete your service during one of the designated HSPS Fundraisers (Uniform Exchange, Jog-a-thon, Breakfast With Santa, Crab Feed, Auction, and Msgr. O'Connor Golf Tournament). This includes hours accrued during the planning and execution of fundraisers (auction projects or community planned auction items such as themed parties as well). Exceptions are made for homemade food items for the above fundraisers (see p. 2) and for clean-up activities, which earn double hours. If you have questions about a particular volunteer service, contact Rosemary Mendoza at rmendoza@hs-ps.com.
- **Supplies:** providing supplies that benefit school fundraising events (ie baked goods) when they are specifically requested through the Parent Work Incentive Program.

Do other donations count toward parent volunteer service?

No volunteer hours will be credited in exchange for donating money or items of value. Donations to the Annual Fund Stewardship Campaign, Jog-a-thon, Breakfast with Santa, Crab Feed, Annual Auction, Msgr. O'Connor Golf Tournament, and in-kind donations of school supplies or equipment do not earn volunteer hours.

How do I find out about volunteer opportunities?

- E-mail - *this is the best way to keep informed!* Parent e-mail addresses submitted on student applications are used to send out information. To change or add your address to the e-mail list, change it on SchoolSpeak and contact Jane Dolcini at jdolcini@hs-ps.com. Many announcements of volunteer opportunities, as well as other school information, are sent by e-mail. You need not respond to every e-mail message; choose the opportunities that fit into your schedule and your areas of expertise or interest.
- Check the HSPS website for upcoming events and volunteer opportunities.

Who may perform the volunteer hours?

- According to diocesan regulations, only parents or guardians may earn hours for the family. Non-custodial grandparents, siblings and other relatives may not earn hours. Also, "extra" hours may not be donated to other families.

Who keeps track of volunteer hours?

- **Parents keep track of their own hours on the WIP Report Form**, by requesting the signatures of the event chairs. Forms can be downloaded from the HSPS website: www.hs-ps.com

What is the procedure and timeline for reporting hours?

- **The deadline for reporting parent volunteer hours is March 31 of each school year.**
- Parents may begin earning volunteer hours for the following school year on April 1. "Extra" parent volunteer hours are not carried over to the following year. Feel free to report the many hours you serve above the required number, so we can be aware of our top volunteers.
- Return the Parent Service Report Form to the school when your required hours are completed. (Please keep a copy for yourself.) **Submit the form only when the total is 30 or more hours.**

**THANK YOU
YOUR SERVICE MAKES GREAT THINGS POSSIBLE AT
HOLY SPIRIT PARISH SCHOOL!**

Diocesan Requirements for Volunteers

All parents who serve as volunteers at Holy Spirit Parish School are required to comply with the following Diocesan Requirements.

Find details and links to the forms at www.hs-ps.com

1. Fingerprinting Clearance on file with the Diocese and reported to HSPS

Because of California state law and to ensure the safety of our students, Holy Spirit upholds the diocesan policy that no adult may participate as a volunteer on campus or working directly with students unless the adult has Live Scan fingerprint clearance on file with the Diocese.

If you have already submitted fingerprint clearance to another school in the Sacramento Diocese, you must transfer the clearance to Holy Spirit by completing the Request for Fingerprinting and/or Safe Haven Records Form and submitting it to the Holy Spirit office.

2. Completion of an online training program provided by Catholic Mutual Group

The course titled "Safe Haven" takes 1 to 1.5 hours and you can pause and return anytime to the same place and finish the course. After completion, submit the certificate of completion to the HSPS office.

If you have already submitted Safe Haven completion to another school in the Sacramento Diocese (within the past 3 years), you must transfer the clearance to Holy Spirit by completing the Request for Fingerprinting and/or Safe Haven Records Form and submitting it to the Holy Spirit office.

3. Submission of the Verification of Automobile Insurance Form – Copy of Drivers License & Current Auto Insurance Card

This is required for any parent who will be driving students other than/in addition to their own child to school-related activities.

Parent Volunteer Guidelines for Calculating Hours

Parent volunteers generally earn 1 hour of service for each hour spent on the volunteer activity benefitting any Holy Spirit Parish School event.

Providing Requested Food Items

For items that are specifically requested through the Parent Work Incentive Program, parents may claim 1 hour for home baked items by using the following guideline. (Active Service category of hours for designated school fundraisers).

Hour equivalents for homemade items:

| | |
|-------------------------------|---------|
| Brownies - 9" x 13" batch | 2 hours |
| Cookies - 3 dozen | 2 hours |
| Desserts - to serve 12 people | 2 hours |

Clean-up Duties

Double hours may be earned by performing clean-up duties for any event.

There is one all-campus clean-up day. All parents are welcome to participate. No advance notice required.

Saturday, August 11 8:00 am to 11:00 am

