

Parent Commitment Hour Program 2009-2010

HOURS: The minimum hours required for each school family is 50 hours -- with at least 25 hours in Parents' Club or School Commission fundraising activities. Check the job list for activities or call the School Commission Vice-President with any questions. **SINGLE PARENT FAMILIES** -- Qualifying single parent families must complete 30 hours with at least 15 hours in Parents' Club or School Commission fundraising activities. To qualify as a single parent family, you must have no other parent (ex-spouse), guardian, or family support to help complete the hours. Mark your contract as a single parent family.

WHO/WHEN: Only adult (over 18) family members -- Mom, Dad, Grandparents, etc. may contribute to a family's hours. Extra hours may NOT be transferred to another family or held for next year. The Commitment Hour year begins March 1, 2009 and ends February 28, 2010. All hours must be reported on or before March 15, 2010.

UNCOMPLETED HOURS: All uncompleted hours must be paid for at the rate of \$75.00 per hour if not completed by February 28, 2010. Families must pay for the uncompleted hours by March 30, 2010 to receive registration papers for 2010-2011 school year.

REPORTING: Hours must be submitted in writing using the Commitment Hours form in the Holy Rosary Family Handbook. Extra forms are available in the school office. Submit forms to the school office on a timely basis so your quarterly reports are accurate. After completing the minimum hours, you do not need to return forms although we encourage everyone to volunteer beyond the minimum 50 hours. Extra hours cannot be carried forward to next year or donated to another family. Certain positions require significant time and dedication and therefore are exempt from reporting hours including:

School Commission Members, Fundraising Chairs (Westfest Chair, Auction Chair, Tree Lot Chair, Magazine Drive Chair and Golf Tournament Chair), Parent's Club President and Vice President, CYO Athletic Director, Hospitality Chairs, Full-time HRS Teachers

FUND-RAISING HOURS: Only Parents' Club fund-raising activities or School Commission approved fund-raising activities count toward fund-raising hours. The activities include Magazine Sale, WestFest activities, Christmas Tree Lot, HEART Auction, Sally Foster gift wrap, Golf Tournament or Poinsettia sales.

LITURGICAL SUPPORT: Altar servers, Lectors, and Eucharistic ministers may NOT count time in service during Mass towards hours. Choir members may count practice time but NOT time singing at Mass. Children's Liturgy leaders may count their preparation time but NOT the time during Mass.

MISCELLANEOUS: Playground -- One hour of playground duty counts as two non-fundraising commitment hours. Meetings -- Attendance at Parents' Club, School Commission, CYO, and any Parish Commission meetings may be counted as commitment hours. Babysitting -- If you baby-sit for another family while they volunteer at school, you may count those hours toward your non-fundraising hours. Baby-sitting done by minor children does NOT count. Refreshments -- Kindergarten snacks and class party snacks cannot be applied to hours. Any refreshments donated to school events such as Open House night are countable using the cost spent not the hours preparing. For example \$37.50 of ingredients equals one-half hour of time. Auction -- Time spent making items for donation to the auction cannot be counted toward hours.

PROBLEMS/SPECIAL ARRANGEMENTS: We realize that problems may arise during the school year. Contact the School Commission Vice-President as soon as problems arise so they can work with you on a resolution. Do not wait until the end of the year. Remember it is your responsibility to notify the School Commission Vice-President of any impediment to completion of your hours. Any special arrangements are granted for the current school year only.

FOR THE FULL LIST OF VOLUNTEER OPPORTUNITIES GO TO www.holyrosaryws.org/volunteer.html