



To build a strong relationship among parents, teachers, and children, all parents of students attending St. Francis de Sales K – 8 School must volunteer each year. Volunteer opportunities will be posted online and require a signature at the event to confirm attendance.

- The volunteer year will begin on May 1st and end on April 30th of the following year.
- All families with one child will be required to give 25 volunteer hours to the school.
- Any family member or friend may complete these hours up to 10 hours unless other permissions have been obtained but non-family members must designate in advance that they are completing these hours for a particular family. This is done by the donor family informing the school volunteer coordinator in writing via the school.

If a family does not complete the required hours, they will be billed at \$20/hour for unfulfilled hours and not the original total. There are no exemptions for faculty or parish staff.

Families may elect to make a payment in advance at the beginning of the school year to be exempt from these hours. The value of each hour is calculated at \$20/hour so a family required to complete 25 hours would pay \$500. This payment cannot be counted towards the charitable deductions you make to the parish as it is a required fee and not a charitable contribution. In addition, if you opt out of the volunteer hours program you may not be refunded for hours completed. **Monetary donations towards fundraising activities will not be awarded volunteer hours. However, up to 1 hour may be given in return of \$20 or more in requested supplies for certain approved events. Approved events will be designated at the time of sign up or request.**

Activities counting towards volunteer hours include:

Summer Moving Teams	TRIP Staff	Security Council	Cafeteria
Classroom volunteers	Field Trip Chaperones	Parent/School Association (PSA)	Pick Up/Drop Off
Recess and Lunch Coverage	Maintenance Projects	Snow Removal	Parish Festival
Finance Council	School Office Volunteers	Approved PTA Sponsored Activities	School Advisory Board
Volunteer Hours Coordinator	Substitute Teachers (<i>in place of payment</i>) *	Chaperoning Retreats	Preschool Lunch/Nap
Book Room Helper	Science History Fair Judge	Kitchen Helper	Other**

*Qualification is necessary for Substitute Teachers

**Other volunteer hours may be given at the discretion of school administrative staff.

- Hours must be logged by each family in Track It Forward. These are being tracked and monitored throughout the year. Visit <https://www.trackitforward.com/site/st-francis-school> to setup your account.
- If these hours are not completed by April 30th, you will be billed for the difference in these hours. This charge will be \$20/hour not fulfilled. These fees must be paid by June 1st to maintain enrollment for your child for the following year (even if the proper paperwork has already been submitted).
- This policy applies to all school families (Catholic, non-Catholic, parishioners, & non-parishioners).

PROCEDURE FOR VOLUNTEERING

If you are available and are interested in volunteering in our school, we have a few requirements that need to be met:

1. **Volunteer Form:** An updated volunteer form is required to be on file each year. One will be sent home in the fall for each parent to complete.
2. **Protecting God's Children Training:** The Diocese of Columbus has a Safe Environment Program that is required for parents volunteering in our school. The Program requires a Virtus Training Session called *Protecting God's Children*. Volunteers will sign up online at www.virtus.org. The website will give you locations and times of the training. It takes approximately 3 hours and there is no charge. Some sessions offer onsite background checks; it will be noted when you register. Otherwise, you'll need to make your own arrangements for this service.
3. **Background Check/Fingerprinting:** The Safe Environment Program has a fingerprint background check requirement for all volunteers. If you have been a resident of the State of Ohio for less than five years, you are required to have both BCI, and FBI background checks submitted to the Diocese. Residents of the State of Ohio for more than five years are only required to have a BCI background check submitted. See below for details.

BACKGROUND CHECK/FINGERPRINT INFORMATION

If you have been a resident of the State of Ohio for less than five years, you are required to have both a BCI and an FBI background check; residents of more than five years are only required to only have a BCI background check.

The Newark Police Department will process your fingerprints for a nominal fee of \$28 – \$40 which is at your expense. Please contact them at 740.670.7205 for further information.

On some occasions, we will offer onsite fingerprinting. The fee charged by the mobile service provider with fees \$37 - \$72 which is at your own expense.

You should provide the organization completing your background check with **Code #2151.86** for volunteering and ask that they send the results electronically to the following address:

Diocese of Columbus
Attention: Regina Quinn
197 East Gay Street
Columbus, Ohio 43215

If you have further questions, please contact Crystal Stamper, School Administrative Manager at the school office at 740.345.4049.