

PARENT SERVICE HOUR CLARIFICATIONS

November 2010

Dear Parents:

There have been many inquiries about the service hour requirements and what constitutes appropriate service hours to the school. We understand that the new requirements for the year are much different than they were in the past; however, we are willing to work with parents to help them receive the service hours needed.

There are many opportunities at St. Monica to achieve the service hour requirements during the school day: assisting in the classrooms, field trips, library, and being a Eucharistic Minister during school mass. There are also several opportunities to achieve the service hour requirements outside of school, such as CYO sports, scouts, fundraisers like the St. Monica Auction, Market Day, and the library. The school office does a nice job of keeping us up to date on where opportunities happen on a week-to-week basis, as well as a day-to-day basis.

The service hours were meant to assist the teachers, and staff of St. Monica, both during and outside of school. The service has to "directly" benefit the school to count toward your service hour requirement. We are all here to teach our children academically, as well as in service.

The Administration has looked at the service hours, and decided to put forth a few clarifications effective immediately:

1. No Food Drive Donations will be accepted for service hours, unless asked for specifically by the school office.
2. Prepared foods will be accepted for one service hour, such as the meals for teachers during parent teacher conferences, and Catholic Schools Week. (Donated items for teachers, library, special events, etc. can only account for a total of 7 hours per year and they must be items the office has asked for.)
3. Virtus training class time will not be accepted as service hours since all parents are required to take this training per the Archdiocese in order to be a volunteer.
4. No one activity will account for all required service hours.
5. Activities that are solely a parish ministry (Children's Liturgy of the Word ie.) can only count towards half (14 hours) of your requirement. CYO and Scouts are listed in the Parish Directory under School Ministries.
6. In order for the hours to count for the school, an adult (member of the family or friend) must be the one doing the service.

A more comprehensive list of possible activities is included. Please reference this when turning in your self reporting sheets. If you have any questions, please do not hesitate to call Mrs. Boyd for further explanation.

Sincerely,

Mrs. Michelle Boyd
m.boyd@smsindy.org

Fr. Todd Goodson

School Activities The following list contains a number of school activities that are considered appropriate for completing a families service hours. This list is not inclusive or comprehensive of all potential service activities. If you are performing a service for the school and need to verify that the activity is applicable to completing your service hours, please contact the Service Hour Coordinator, Sharon Hostetter, Mrs. Boyd or any member of the School Commission. We encourage you to not have all hours from one activity.

AT HOME SERVICE

- Cook, bake, donate for school event
- Mentor for new families/parents
- Be committee member and make phone calls, write thank you's etc

COMMITTEE SERVICE

- Joining a PTO or School Commission meeting as a guest
- Joining a SC or PTO committee
- Be part of School Auction Committee
- Fall Festival committee member-Oct.
- Teacher Appreciation Luncheon-Jan.
- Discover Indy committee member-Sept.
- Join the CYO Athletic Committee

DURING SCHOOL DAY SERVICE

- Cafeteria service/prep help
- Occasional office help; copy, file etc
- Field trip driver/chaperone
- Science Fair judge-Feb
- Classroom help; tutor, group help etc
- Assist with Scrip sales-Mondays
- Assist with recess supervision
- Supervise class during teacher lunch
- Organizing class project for Auction
- Serve at teacher luncheon-Jan
- Lead an enrichment class for 5-8th grade
- Help on Grandparent Day- Jan.
- Catholic School Week help-Jan./Feb.
- Room Parent
- Help at a classroom party
- Book Fair help-Nov. and March

- Help on Jr. High Service Day-May
- Supervise class and help on Field Day
- Help at May Crowning breakfast
- Available for last minute class help

BEFORE OR AFTER SCHOOL SERVICE

- Run a game at the Fall Festival-Oct.
- Tour prospective parents thru school at Open House-end Jan.
- Help at school Auction- Mar.
- Assist with Aftercare on occasion
- Chaperone a school dance
- Food preparation for school event
- Eucharistic Minister at school mass
- Set-up/clean-up at school event
- Be Girl Scout or Boy Scout leader
- Lead After-School Enrichment class
- Be an Ambassador at Ice Cream Social-Aug.
- Teacher/Staff Appreciation Dinner (plan, set-up, serve, clean-up)-May
- Help at the school Book Fair
- Help at 8th grade graduation reception-May
- Coach a CYO team
- Helping a CYO coach (communication, practices, concessions, admissions)
- Market Day helper on Saturday mornings
- Help with Trash Bag sales
- Spearhead PTO Lecture Series
- Help at school garage sale-Apr.

ANYTIME SERVICE

- School Library, re-shelving books/organize
- Complete tasks for the school office