

FAMILY SERVICE HOURS FAQ'S

How many hours do I have to serve? Each family (K-8) is required to serve 20 hours. These hours may be served by any adult in the immediate family, including parents, grandparents, step-parents, aunts and uncles.

How do I keep track of my hours? Tracking sheets are available online (www.bssbruins.org/Volunteers/record_keeping.htm) or in the school office. There are two forms available. One form is intended for committee chairs to make available at events. The other form is for keeping track of individual hours.

Where do I turn in my service hour forms? Forms may be turned in anytime at the school office or the parish rectory.

How do I find out how many hours I have served? You may contact the Family Service Hour Coordinator as listed below. Also, a report of completed hours will be sent home every quarter with the youngest child's report card.

Do my service hours have to be approved? Yes! All service hours must be approved with a signature from someone who can verify that you served the hours. Each family is responsible for obtaining the necessary signatures.

Who is authorized to sign for service hours served? Anyone who can verify that you served the hours is authorized to sign for service hours. For example, committee chairpersons can sign for hours served by the people on their committee, or for volunteers at their event; teachers and secretaries can sign for hours served in the classroom and lunch volunteers; the athletic director can sign for hours served by coaches, etc...

What activities qualify for service hours? Most school and/or parish sponsored activities qualify as service hours. A list of suggested activities is on the back of this sheet. If you aren't sure if your activity qualifies, please check with the Family Service Hour Coordinator for verification.

Where can I find opportunities for service hours? Various service hour opportunities are listed on the school website. In addition to the website, look for opportunities to be listed in the school's Thursday letter. If you don't see a particular event or opportunity listed on the website or in the Thursday letter, you may check with the Family Service Hour Coordinator listed below to see if it qualifies. Opportunities are everywhere!

If I am the chairperson of a committee or event what are my responsibilities? You should download the event tracking form off of the website and make sure that it is available for people to sign in. Afterwards, please sign the form to verify its accuracy and turn it in to the office.

How can I find out if my event qualifies for service hours and/or recruit volunteers? Contact the Family Service Hours Coordinator listed below to find out if your event qualifies. The coordinator will also be able to get your event listed on the website and in the Thursday letter as a service hour opportunity.

When can service hours be served? Service hours may be served at any qualifying event or meeting from May 1st through the last day of school for the 2009-2010 school year.

Are service hours transferrable to another family? No, service hours are not transferrable. Any hours that you serve may only be used by your immediate family.

What if I will not be able to complete 20 service hours? If you are not be able to complete 20 service hours for the school year, the service hours may be purchased at a rate of \$20 per hour. If you cannot afford to purchase the remaining service hours, the requirement may be waived by submitting a request to Fr. Hoefler. See Waiver Policy.

Can I pay for all of my service hours? Yes. If you would prefer to pay for your family's service hours rather than serve them, you may submit a check for \$400 to the school anytime through the last day of school.

Do my student's service hours count for Family Service Hours? No, service hours assigned to students do not count toward family service hours. Family service hours are to be served by adults.

FAMILY SERVICE HOUR COORDINATOR:

**CYNDI DODGE
dodge861@ameritech.net
698-1606 (home)
415-0515 (cell)**