



## Parent Volunteer Hours

Each family with one or more children enrolled at Mt. Calvary K-8 School must complete 20 parent volunteer hours every school year (August 1—May 31). Families receiving financial assistance will need to complete an additional 10 hours of service.

### Hours may be earned in the following ways:

- 1) Volunteer in a classroom
- 2) Volunteer service in the MCL office
- 3) Driver for a field trip
- 4) Driver for away game or other off campus athletic event
- 5) Class preparation or lesson assistance
- 6) Field trip chaperone
- 7) Assist with classroom paperwork
- 8) Assist with PTL fundraising activities
- 9) Volunteering at a special event, such as Field Day or MCL Thanksgiving Feast, etc
- 10) Volunteer service in the Library
- 11) Volunteer service as a Lunch Monitor
- 12) Other volunteer service approved by a teacher, principal or office staff

### Automatic Granting of Required Hours:

Parents who participate in any of the following MCL activities automatically earn the required 20 hours of volunteer service:

- Serving as room parent
- Service on the PTL Board
- Accompanying the 8<sup>th</sup> grade on the Washington DC trip
- Accompanying classes who attend week-long outdoor education camps

### Other Options to Volunteer Service:

While Mt. Calvary highly values the involvement of parents and their presence in the education process of their children, we understand that work schedules, commute time, certain family commitments, health, and other concerns may limit the ability to perform volunteer hours in our school setting. If that applies, you may consider these other options for meeting your parent hour obligation:

- 1) Provide extra donations for classrooms or the office, as needed or requested. \$10 in donations equals one parent service hour.
- 2) Arrange for a “buy-out” of volunteer hours at the rate of \$10 per hour. Making a one-time payment of \$200 to Mt. Calvary would meet the parent volunteer hour requirement for the year for one family. If you choose this option, please present your check to the MCL Office made out to Mt. Calvary.
- 3) All payments made as a part of this parent volunteer hour policy will go toward the MCL Student Assistance Fund.

Submitting Parent Hours:

- 1) Parent volunteer hours will be tracked via the “Service Hours” volunteer record system in each family’s *Gradelink* account.
- 2) It will operate on an “honor system,” with parents self-reporting the date, hours served, and context of service, using the *Gradelink* tracking system easily located by pressing the Service Hours button. Simply enter the date, time, and function of service and submit.
- 3) Individual parent hour accounts will be reviewed at the end of December, and balance statements will be sent to each household noting progress of hours served.
- 4) At the end of the school year, the MCL office will calculate the hours accumulated and if there are any deficiencies, parents will be notified and billed \$10 an hour for any shortages.
- 5) The MCL Board of Education will review parent participation hours every year at their June meeting.

Gradelink

Now viewing: Student #1

Service Hours

Export

From: 08/01/2018 To: 05/31/2019

	Date	Hour:Min	Activities	Supervisor	Status
<input type="checkbox"/>					
<input type="checkbox"/>	08/13/2018	20:00	PTL Member	Ann Level	

Service Hours

Add Entry

Hours For Family of [redacted] ([redacted])

Total Submitted: 20h 0m

Total Approved: 0h 0m

Total Remaining: 20h 0m