



*Mt. Calvary*  
Lutheran Church  
& School

# VOLUNTEER HOURS



**MCL exists to honor Christ by strengthening and serving people in and around the community.**

**Each family with one or more children enrolled at Mt. Calvary TK-8th Grade must complete 20 volunteer hours per family each school year (August—May). 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 any off-campus event
5. Class preparation or lesson assistance
6. Field trip chaperone
7. Assist with classroom paperwork
8. Assist with fundraising activities
9. Volunteering at a special events such as: Open House/Curriculum Fair, Field Day, Eagle Run, Gala, Graduation, 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
13. Donations of educational/classroom supplies as per requested or 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 for the year
- Service as a member of PTL or Mt Calvary School Board
- Accompanying the 8th Graders 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.

## **MT. CALVARY LUTHERAN SCHOOL**

**23300 Golden Springs Dr. Diamond Bar, CA 91765 | 909-861-2740 | [www.MCLDB.org](http://www.MCLDB.org)**