



HOME & SCHOOL ASSOCIATION PARENT SERVICE POLICY

Parent Commitments

- Each school family is expected to participate in Home & School Association (HSA) activities each school year with a minimum hourly commitment of 40 Parent Service hours (20 hours per parent for divorced families.) Included in the commitment is a 10 hour family commitment which requires each household to participate in either the St. Charles Dinner & Auction, Fall Fest, or the selling or Distribution of our Scrip program.**
- Chairpersons of the St. Charles Dinner & Auction, School Commission, HSA Presidents, Scrip, the Director of Athletics and the Volleyball, Basketball, Cross Country and Track Supervisors may waive all other volunteer commitments.
- A commitment to a position on the St. Charles School Commission, the HSA Board, chairpersons of the St. Charles Golf Outing and chairpersons of eligible committees are recognized as fulfilling a minimum of 20 hours of the annual family commitment. (Board commitments require approval by the board president/chairperson of the desired committee.) Eligible committee chairperson positions are listed on the Home & School Event and Committee Descriptions document. Persons eligible for the 20 hour minimum may receive credit for eligible hours earned in excess of 20 hours. *For example, a volunteer who earns 18 volunteer hours working in that eligible chairperson position, will receive 20 hours. A volunteer who earns 30 volunteer hours working in that eligible chairperson position, will be credited for 30 hours.*
- Parents are responsible for submitting their earned service hours via the online HSA Parent Service Reporting Form which is located on the School Website. An email is automatically sent confirming the hours sent with each entry.

Service/Volunteer Assignments

- Parents are expected to sign up for various service opportunities as listed on the school website or announced in the Weekly Rundowns to reach their 40 Parent Service hours.
- Most sign ups are done using Sign Up Genius.
- All volunteers wishing to serve on a committee designated as a "Student Contact Assignment" must complete the Safeguarding all of God's Family training and a background check.

Service Responsibilities

- Once a parent signs up for a particular service opportunity, it is that parent's responsibility to complete that task.
- If a parent is unable to fulfill an assigned commitment, he/she may arrange for another school parent to fulfill an assigned commitment (if it is a noted "Student Contact Assignment", the replacement volunteer must have completed Safeguarding all of God's Family training for such an assignment.) This should be confirmed with the committee chair. If no replacement can be found, the parent must notify the committee chair as soon as possible.
- Committee chairs are asked to recruit their own replacements and provide shadowing time and training.

Home & School Service Hour Limitations

The HSA board recognizes the importance of every parent's time and dedication to their child. However, in an effort to meet HSA fundraising goals and properly staff HSA Events and Committees, the following limitations exist:

- The following organizations falling outside the Home & School Association may submit a maximum of 20 volunteer hours for HSA volunteer credit. These organizations include:
 - St. Charles Athletics coaches, including cheerleading coaches (one head coach and one assistant coach per sport)
 - Parish Council members
 - Boy and Girl Scout leaders
- Club leaders falling outside Home & School Association may submit a maximum of 15 volunteer hours for HSA volunteer credit. These clubs include:
 - Ski club
 - Chess club
- Parents baking and donating home baked goods for eligible St. Charles School events may receive two hours of HSA service hour credit per event.
- Grade specific fundraising hours, other than the 8th Grade Chairperson (Room Moms) hours, are not eligible for HSA service hour credit.
- Coaching for athletic teams that are not specifically affiliated with St. Charles Parish Athletics are not eligible for HSA service hour credit.
- Field trip chaperoning is eligible up to a maximum of 6 hours per event for HSA service credit.
- Any volunteering not listed on the St. Charles Home and School Event & Committee Descriptions document or in the Service/Volunteer Policy or not approved by the School Principal and/or the HSA board prior to completing the hours in question, is not eligible for HSA volunteer hour credit.

**3K only families must fulfill 10 service hours per year, 4K and younger families, must fulfill 20 service hours per year.*

***The mandatory ten volunteer hours from Fall Fest, Auction or Scrip is not required for part time families.*