

St. Robert Home & School Association

Service/Volunteer Policy

Parent Commitments

- Each school parent is expected to participate in **FOUR** Home & School Association activities every school year as stated in the Parent Covenant. Mandatory participation is expected for the Emerald Auction and Summerfest- the largest fundraisers critical to the financial budget of St. Robert School.
- Only one event is required if school parents sign up for service on the St. Robert School Advisory Commission (SAC), the Home & School (H&S) Association Board, Emerald Auction Main Event Chairs, Pretzel Run Main Event Chairs or Summerfest Main Event Chairs for the current school year.
- Parents who are unable to fulfill their volunteer obligations or wishing to forgo may choose to make a tax-deductible donation of \$500 per family via check to “St. Robert Home & School” (\$125 per volunteer commitment). Unfulfilled obligations are understood to be fulfilled by a tax-deductible donation. Parents should contact the VP of Volunteering before the end of the school year should special arrangements be necessary.

Service/Volunteer Assignments

- Parents are expected to complete the Volunteer Sign-up/Registration via Sign-Up Genius. The electronic sign-up is processed on a first come/first serve basis. The Vice President of Volunteers may ask that a volunteer accept a reassignment if committee needs change or under other special circumstances.
- Parents will receive confirmation of their service/volunteer assignments via automated email from Sign-Up Genius.
- Parents wishing to serve on a committee identified as “Volunteer Certification Required”, must complete the Volunteer Certification Process, which includes Safe Environment Education training, Code of Ethics review and a criminal background check.

Service/ Volunteer Responsibilities

- Lead Coordinators are expected to contact their team volunteers at least one month prior to the scheduled commitment.
- Lead Coordinators will be asked to complete an event wrap-up sheet and report where they will report volunteer attendance and participation to the Home and School Board.
- If a parent volunteer is unable to fulfill an assigned commitment, he/she may arrange for another school parent to fulfill the commitment (if it is noted “Requires Volunteer Certification”, replacement volunteer must be certified for such an assignment). This should be confirmed with the Lead Coordinator and be noted on sign-up genius as well as the wrap-up form. If no replacement can be found, the parent volunteer must notify the committee chair as soon as possible.
- If a parent volunteer cannot fulfill an assigned commitment, it is his/her responsibility to contact the VP of Volunteers to request reassignment. Unfulfilled obligations are understood to be fulfilled by a tax-deductible donation.

Additional Service/ Volunteer Requirements – (K4 & K5 and Middle School Parents)

- Additional service/volunteer activities may be required depending on your child(ren)’s grade or activities. For example, all Kindergarten parents will be assigned to help with morning drop-off Door Duty. Parents of children participating in the middle school musical will be expected to provide supervision during assigned rehearsals. 8th Grade parents are required to participate in 8th grade fundraising events. These volunteer duties are in addition to the family/individual commitments and are not excused if a parent opts for the \$500 tax-deductible donation.