



Form to build a fraternal world.

PARENT HANDBOOK ADDENDUM
SERVICE HOURS COMMITMENT

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Poverello believes that parent's presence and support for the school are critical for a child's development. Parents' participation in their child's school plays an important role in the student's ability to reach their full potential. Service Hours are intended to be an opportunity for parents participation in their child's activities and a venue for school support.

The Poverello Service Hours Commitment system works as follows:

- Every family has the option to either volunteer for 20 hours over the course of the school year or buy-out their volunteer hours for the total amount of \$200. An equivalent of \$10 per hour.
- A family with more than one child enrolled is only required to commit to 20 hours of volunteer service; however we encourage everyone to not limit their participation to 20 hours.
- All families are required to work at least 3 hours on Events, please see events' list below. (Except families who choose to buy-out their service hours)
- The 20 hours of service commitment must be completed by mid-May; final date will be approved by the Principal.
- Service hours for events after mid-May can ONLY be approved by the Principal.
- All service hours performed on and off campus can only be verified by either PTO member or Classroom Teacher. Final service approval can **ONLY** be provided by the Principal.
- Volunteer hours MUST be in intervals of complete hours: 1,2,3...
- When volunteering at events, all families must sign-up on the Event Volunteer List at the School office. (This list is ONLY to sign up for an event; volunteers will be assigned to the event on a first-come, first-served basis). Event volunteer waiting list might be available as needed.
- All classroom volunteer hours can only be verified by the classroom teacher.
- School donations will be approved hours credit only when official receipt is attached to the official service voucher. One hour credit equals to \$10 donation. (School Supplies requested at orientation cannot be used in exchange for service hours)
- In order to confirm and approve parents' served hours; each parent MUST complete and return the Service Hour Voucher to the Service Hour Voucher Box located in the school office
- Hours not completed by Mid-May will be billed to school families at a rate of \$10/hr.

Service Hour Commitment forms can be printed directly from the website under the Volunteer section; Printed copies are also available in the school's office. It is highly recommended for Service Hours Voucher to be submitted at the end of each Activity. Lost vouchers will NOT be replaced. It is also recommended to make a copy of your voucher before you it's turned in. School office can make a copy for 50 cents. Please have exact change. Parents will be provided with an update of service hours need based on the hours recorded up to a given date (Parent/Teacher Conference). However, it is the responsibility of the family to keep track of total service hours earned. Please contact the school office or PTO with any questions. Office number (818) 364-7446

Volunteer opportunities are not limited to the parents' 20 hour service commitment; we invite our entire community to continuously support; ***Your Service to the school and children are greatly Appreciated and Valued!***

General Volunteering Opportunities include:

- Events
 - Planning
 - Set-Up
 - Fundraising
 - Donations
 - Clean-Up
 - Other as Needed
- School Fundraising
- Classwork: during and after school hours
- School Donations
- Valentines Dinner Auction purchase credit

School Events* Include:

- Open House
- Monthly Children's Rosary
- Western Day
- Chuck E Cheese Fundraiser
- Popcorn/Food/Items Sale
- Harvest Festival
- Halloween Celebration
- Nursery Rhyme Performance
- Jog-a-Thon
- Grandparents' Day
- Book Fairs: Fall/Spring
- Hawaiian Day

- La Virgen de Guadalupe Celebration
- Christmas Celebration
- Valentine’s Day Celebration
- Easter Celebrations
- Virgen Mary Crowing
- Special Events’ Pictures
- Talent Show
- Kinder Olympics
- Kinder Graduation
- Kinder Parents’ Retreat

**Hours Credits are given for volunteering at an event, purchases made at any event will not be counted as hours of service. The only exception is Valentines Dinner Auction purchase.*

SAMPLE VOUCHER



**Poverello of Assisi Preschool
Service Hours Voucher**

STUDENT’S NAME _____
 STUDENT’S NAME _____
 STUDENT’S NAME _____

CLASS: _____ TIME: M / A
 CLASS: _____ TIME: M / A
 CLASS: _____ TIME: M / A

DATE	ACTIVITY	START TIME	END TIME	TOTAL HOURS	VERIFIED BY	APPROVAL
	Event Name	9:00am	11:00am	2	PTO or Teacher	Principal
	Classwork Description	9:00am	11:00am	2	PTO or Teacher	Principal
	Donation Description (attach official receipt)	NA	NA	Based on \$ Amount	PTO or Principal	Principal
	Auction Item Description (attach official Receipt)	NA	NA	Based on \$ Amount	PTO	Principal

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Complete this form and return to the school Service Hours BOX located in the school office.

ALL SERVICE HOURS must be verified by PTO member or classroom Teacher. If the hours are not verified by PTO or Teacher; they will not be approved by the Principal and you will not receive credit for those service hours.