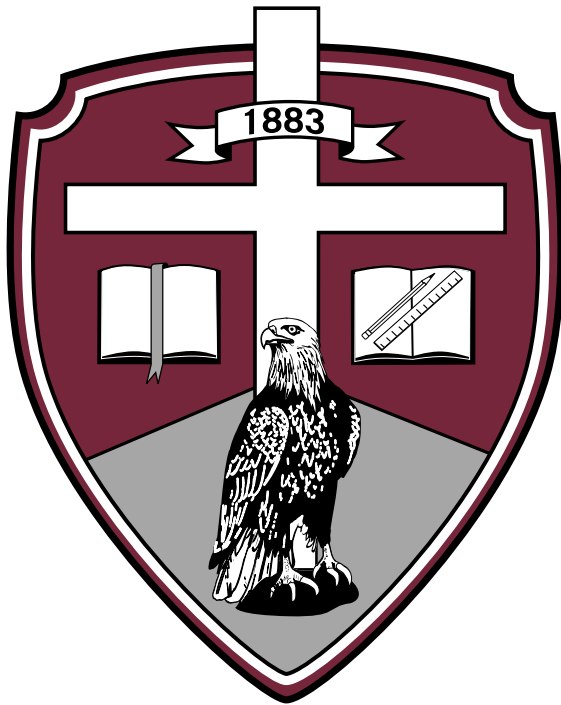


Service Hours Guidelines

St. John School



At St. John School, we are a community - a community of students, parents, teachers and faculty. We encourage parents to be involved in our school in order to help our community thrive.

St. John School requires all full-time families to complete 20 service hours every school year. This is done through volunteering or contributing to events. Families with a child only in preschool part-time must complete 10 service hours.

St. John School Parent Group

The St. John School Parent Group is made up of all parents at St. John School. Its purpose is to be a resource for families to share their ideas, ask questions and help navigate all aspects of being part of the community of St. John School. The Parent Group meets 2-3 times during the school year.

The Parent Group is run by the Parent Group Board, a group of current parent volunteers who are responsible for overseeing all of the social and fundraising events at the school. They would love to hear your suggestions for events, help you find ways to get involved at St. John's and are always willing to answer any questions you may have.

This year's board members are:

President - Liz Drew - 617-448-8170 - liz.drew2@gmail.com

Past President - Jen Millington - 774-226-5392 - jamillington@verizon.net

Vice-President - Kerri Burke - 781-389-6860 - kerriburkeesq@gmail.com

Secretary- Meg Gannon - 617-872-2434 - meg.gannon4@gmail.com

Treasurer - Kat Belanger - 781-436-5215 - kathrynbelanger@gmail.com

Work Credit Coordinator - Jenn Vessiropoulos - 508-472-6270 - jennvessi@gmail.com or sjsservicehours@sjscanton.org

Room Parent Coordinator - Ally White - 774-254-3388 - allyson.kinch@gmail.com

Service Hour Opportunities

All full-time families must complete 20 service hours each school year. Families with only a part-time preschool student must complete 10 service hours each school year.

Service Hours are Earned in Three Ways:

1. Volunteer your time with events/programs held throughout the school year
 - Service hours are set for certain events, while most others are given based on the amount of time you volunteer.
 - *Parents Night Out (September 22nd)*
 - *Pumpkin Patch (October 23rd)*
 - *Grandparents/Special Someone Day (October 27th)*
 - *Trunk or Treat (October 28th)*
 - *Calendar Drive (November)*
 - *Christmas Shoppe (December 15th)*
 - *St. John School Gala (March 23rd)*
 - *Father/Someone Special-Daughter Dance (April 26th)*
 - *Scholastic Book Fair (April 8th-10th)*
 - *Mother-Son Night (May 17th)*
 - *End of the Year Parent Cookout (June)*
 - *Event Chairperson (event based)*
 - *St. John School Parent Group Board Member (all year)*
 - *Room Parent (all year)*
 - *Lunch Monitor Coordinator (all year)*
 - *Lunch Monitor/Substitute (all year/as needed)*
 - *Donation Solicitation Committee (all year)*
 - *Gently Used Uniforms Coordinator (all year)*
 - *Picture Day Helpers (September)*
 - *Gently Used Uniform Coordinator (all year)*
 - *Drama (fall, winter, and spring)*
 - *Basketball Coach (winter)*
 - *Basketball Game Volunteers (winter)*
 - *Administrative Helpers (as needed)*
 - *Crafting Volunteers (as needed)*
 - *School Enhancement Projects (as needed)*
2. **Volunteer your time with opportunities for your child's classroom**
 - **Service hours will be given based on the amount of time you volunteer**
 - **You are responsible for entering in Service hours through FACTS Family portal**
 - *Classroom party or project helper*
 - *Field trip chaperone*
 - *Helper in the classroom (help with centers, reading groups, preparing materials, cleaning toys or laundry)*
3. Make a donation to SJS Parent Group events.
 - 5 Service Hours are given for every \$100 donated

Donations are used to purchase items for certain SJS Parent Group events. Donations can be in the form of cash, check (made out to St. John School) or Venmo (@SJScanton - label as a donation for service hours for the specific event). If you want to make a donation via cash or check, please contact Liz Drew [at liz.drew2@gmail.com](mailto:liz.drew2@gmail.com) to do so. Donation of items for specific events will be requested as needed and service hour credit will be given in the same manner as a cash donation.

Frequently Asked Questions

Q: How do I sign up to volunteer?

A: Signing up to volunteer for school-wide events/programs is done online via Sign-Up Genius. You can create an account at www.signupgenius.com/register. Links to volunteer opportunities will be emailed to you throughout the school year which you can go to directly to sign-up. You can also log on to your Sign-Up Genius account at any time to see what is available.

Volunteer opportunities for a specific class will be communicated to you via your child's room parent or teacher.

Q: How do I make a change to or cancel a sign-up I added my name to?

A: After logging in to Sign-Up Genius, all sign-ups you have signed up for will be listed on the home screen under, "Items I Signed Up For". To edit a sign-up, click on the pencil icon under the "Action" column on the home screen or in the sign-up itself under your name. To delete yourself from a sign-up, click on the X under the "Action" column on the home screen or in the sign-up itself under your name. Then click on "Yes, Delete" to remove yourself from the sign-up. If you are removing yourself from an event 48 hours prior to the event happening, please also contact the Chair member of the event.

Q: Are there any restrictions to volunteering?

A: If you wish to volunteer at any events/or with any programs where children are present, you must have a current year CORI form on file with the main office and have completed VIRTUS (Protecting God's Children) training in order to be eligible. **If you have any questions about the requirements, please contact the Work Credit Coordinator, Jenn Vessiropoulos at sjsservicehours@sjscanton.org**

Q: How do my service hours get documented?

A: Families are responsible for entering and tracking their own service hours through FACTS Family.

Instructions below for how to enter hours.

For lunch monitor service please enter total hours per month.

Donations to events for service hours should also be enter via FACTS family.

Q: What is the service hours deposit?

A: A service hours deposit of \$250 is collected from each new family. Upon leaving the school, the \$250 deposit will be returned to those who have completed their service hours obligations. If your service hours for the year are not completed when you leave the school, the deposit (or a portion of it) will be kept and applied to the payment of any hours not completed.

Q: What if I do not complete the full 20 service hours during the school year?

A: At the end of the school year, if you complete no service hours, you will be billed \$750 via your FACTS account. If you complete some, but not all, of your service hours, you will be billed a prorated amount of \$37.50 per missed service hour via your FACTS account. For example, if you only complete 4 service hours, you will be billed \$600 for the 16 hours not completed ($\$37.50 \times 16$).

Q: Who can I contact with questions?

A: A parent volunteer runs our service hours program. Please contact the St. John School Work Credit Coordinator, Jenn Vessiropoulos at jennvessi@gmail.com or sjsservicehours@sjscanton.org or with any questions you have about service hours or Sign-Up Genius.

Description of Volunteer Positions**

**for more information on each position, please refer to the specific sign-up on Sign-Up Genius

Parents Night Out

Parents Night Out is a casual, social get-together for St. John School's parents held at the school. We need volunteers to set up, work during the event and clean up.

Service Hours Earned: Based on the number of hours you work

Pumpkin Patch

The Pumpkin Patch allows students to pick out a pumpkin from our very own SJS patch. The front parking lot is filled with pumpkins and festive decor and each class will get a turn to visit during the school day and choose their favorite pumpkin. We need volunteers to oversee the design and set up of the patch, create signs, set up, help children pick a pumpkin and take pictures at the event.

Service Hours Earned: Based on the number of hours you work

Trunk or Treat

Trunk or Treat is a social event for SJS families that is held in the front parking lot of the school before Halloween. Families decorate the trunks of their vehicles for the event and hand out candy, while students dress up and go trick-or-treating at each trunk. We need volunteers to direct traffic and help families at the event.

Service Hours Earned: Based on the number of hours you work

Calendar Drive

Calendar Drive is a school-wide fundraising event. Throughout the end of November and December, students sell chances to enter a daily raffle taking place every day in January. Each day of that month is assigned a cash prize and every day a winner is drawn. We need volunteers to do admin work at home, create signs and a thermometer board to track sales and update sales progress on the thermometer.

Service Hours Earned: Based on the number of hours you work.

Christmas Shoppe

Christmas Shoppe is an event held during the school day, where students can shop for their families for the holidays. A shopping area is set up in school with a variety of reasonably priced gifts. Students pick out presents for the special people on their list and buy them at the Shoppe. We need volunteers to set up, help children shop for items, take pictures, wrap gifts and clean up.

Service Hours Earned: Based on the number of hours you work

St. John School Gala

The St. John School Gala is our biggest fundraiser! It is a great parents-night out with family and friends to enjoy an evening of fun and dancing while raising money for the school through raffles and silent and live auctions. We need volunteers to help with some areas of the planning and preparation of event details before the event. We also need volunteers to set up the morning of the event, work during the event selling raffle tickets and help with the auctions and clean up.

Service Hours Earned: Based on the number of hours you work

Father/Someone Special-Daughter Dance

The Father/Someone Special-Daughter Dance is open to SJS families and is a time for young girls from the school to dress up and have a night out with that special someone in their life. We need volunteers to set up, greet guests, sell raffle tickets, run various stations and clean up.

Service Hours Earned: Based on the number of hours you work

Scholastic Book Fair

The Scholastic Book Fair is a time for families to purchase books and other fun items for students. We need volunteers to help with set up, making student wish lists, ringing in purchases and clean up.

Service Hours Earned: Based on the number of hours you work

Grandparents/Special Someone Day

Grandparents/Special Someone Day is a social event where extended family members are invited to come to St. John School to celebrate with their student and visit their classroom. We need volunteers to help with set up, replenish snacks and drinks, clean up between groups, take pictures, and clean up after the event.

Service Hours Earned: Based on the number of hours you work

Mother-Son Night

Mother-Son Night is a social event for mothers and sons, typically held at a local attraction. We need volunteers to set up, work during the event and clean up.

Service Hours Earned: Based on the number of hours you work

End of the Year Parent Cookout

The End of the Year Parent Cookout is a fun social event for all SJS parents to celebrate the school year coming to a close. We need volunteers to set up, sell raffle tickets, assist with other tasks at the event and clean up.

Service Hours Earned: Based on the number of hours you work

Event Chairperson

All of the events previously listed require a chairperson or two to oversee them.

Service Hours Earned: 5-20, depending on the event

St. John School Advisory Board Member

The St. John School Advisory Board advises the Principal and Pastor on matters related to the operation of St. John School. This is a school-year commitment.

Service Hours Earned: 10

Room Parent

Room Parents are the liaison between the teacher and families. They communicate with parents, assist the teacher with special projects and coordinate classroom events. This is a school-year commitment.

Service Hours Earned: 20

Lunch Monitor Coordinator

The Lunch Monitor Coordinator communicates with lunch monitors, manages the monitor schedule, and helps find monitor substitutes. This is a school-year commitment.

Service Hours Earned: 20

Lunch Monitor/Substitute

Lunch monitors supervise a specific grade, on a specific day, during lunch and recess. This allows teachers time for lunch and gives parents a chance to see their children during the school day. You can be a weekly or every other week lunch monitor for the entire school year or you can be a Lunch Monitor Substitute and fill in as needed. This is a school-year commitment.

Service Hours Earned: Weekly Lunch Monitor – 20 (for each lunch block covered)

Every Other Week Lunch Monitor – 10 (for each lunch block covered)

Lunch Monitor Substitutes – ½ hour for every shift covered

Donation Solicitation Committee

The Donation Solicitation Committee gathers donations for numerous school events. We need volunteers to solicit donations for events, maintain a database of donors and donations and handle correspondence with donors. This is a school-year commitment.

Service Hours Earned: Based on the number of hours you work

Gently Used Uniforms Coordinator

The Gently Used Uniforms Coordinator collects and stores uniforms used by other families which are still in great shape. They hold Gently Used Uniform Days during the year to let current families have the benefit of getting uniform pieces, at no cost. This is a school-year commitment.

Service Hours Earned: 10

Picture Day Helpers

Picture Day helpers are responsible for helping each child look their best on Picture Day. We need volunteers to bring students to and from the gym for pictures, keep students organized and quiet during their picture time and to make sure each child is picture ready.

Service Hours Earned: Based on the number of hours you work

Gently Used Uniform Day Helpers

Gently Used Uniform Day allows current families the benefit of getting gently worn uniform pieces at no cost. We need volunteers to sort clothing and assist families with finding pieces at the event.

Service Hours Earned: Based on the number of hours you work

Drama

The Drama Program holds 2-3 drama productions each year. We need volunteers to supervise students on practice days and work during the production by checking tickets at the door, handing out programs and selling concessions and cast notes.

Service Hours Earned: Based on the number of hours you work

Basketball Coach

St. John School has multiple boys' and girls' basketball teams, organized by grade level. Basketball coaches supervise practice and game play for a specific team. This requires a commitment of after school and evening hours.

Service Hours Earned: 20

Basketball Game Volunteers

St. John School's hosts basketball games in the gym during SJS's basketball season and basketball game volunteers help make sure things run smoothly during the games. We need volunteers to greet players and guests and run the time clock and scoreboard during the games.

Service Hours Earned: Based on the number of hours you work

Administrative Helpers

Administrative helpers assist the SJS Parent Group Board with administrative tasks related to running the various social and fundraising activities at the school. We need volunteers to help with mailings, data entry and a variety of other tasks. Much of this work may be done at home. Occasionally, administrative helpers may also be needed to assist with similar tasks for St. John School.

Service Hours Earned: Based on the number of hours you work, and cost of materials donated (if applicable)

Crafting Volunteers

Occasionally, projects will arise that require crafting skills. This could include making signs or decorations and typically is work that can be done at home with guidance on what is needed.

Service Hours Earned: Based on the number of hours you work and cost of materials donated (if applicable)

School Enhancement Projects

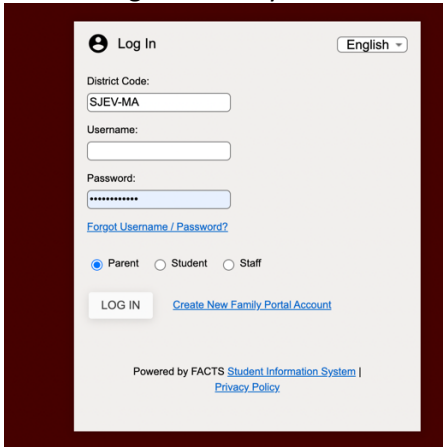
Periodically, Saint John School needs assistance with various projects that help improve its appearance or contribute to the overall function of the school. This could include tasks like painting, outdoor clean up, moving items, small handy work or maintaining the planters in front of the school. We need volunteers to assist in the completion of these projects.

Service Hours Earned: Based on the number of hours you work and cost of materials donated (if applicable)

Instructions on How to Enter Service Hours

***** This must be done from a Laptop/Desktop- NOT a phone*****

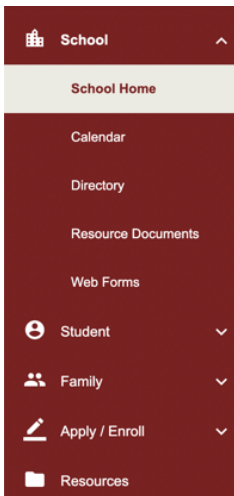
1. Login to Family Portal Account



The screenshot shows a login form with the following fields and options:

- Language: English
- District Code: SJEV-MA
- Username: [Empty]
- Password: [Masked]
- Forgot Username / Password? (Link)
- Role Selection: Parent, Student, Staff
- Buttons: LOG IN, Create New Family Portal Account
- Footer: Powered by FACTS Student Information System | Privacy Policy

2. Click on FAMILY – then click on Family Home



3. Choose Parent Name in Drop Down



The screenshot shows a table for "Jennifer Millington" with the following data:

Service Hours			Add +
Date	Description	Hours	
8/1/2022	President	20.0	[Edit]
Total:		20.0	

4. Click on Add +

Service Hours			Add +
Date	Description	Hours	
8/1/2022	President	20.0	

5. Enter Date of Service and Number of Hours. In the description drop down, please choose "Type a Custom Value" and enter in a description of what was done for service ex) Lunch Duty – 2 Shifts

Service Hours - Edit

Name: Jennifer Millington

* Date:

* Hours:

* Description:

Note:

Verified By:

Service Hours - Add

Name: Jennifer Millington

* Date:

* Hours:

* Description:

Note:

Verified By:

6. Ensure that hours saved correctly. Use the "Pencil" to edit if a mistake was made.

Service Hours			Add +
Date	Description	Hours	
8/1/2022	President	20.0	
9/7/2022	Lunch Duty - 2 Shifts	1.0	
Total:		21.0	