

2023-2024 Volunteer Hours Requirements

Volunteers are an integral part of the school community. In addition to helping build a sense of community, volunteers support both faculty and staff at all levels. Each family is asked to volunteer a minimum of 20 hours toward school or Church sponsored activities each school year.

ALL FAMILIES K-8TH GRADE:

- Are required to work and log a minimum of 20 volunteer hours
- Preschool families are exempt (unless you have additional children in K-8th)
- Hours begin June 8, 2023
- Hours end May 23, 2024
- Any hours that are earned after May 23rd through the summer will count towards the following school year.
- Families who have NOT logged or fulfilled their 20 hours by May 23, 2024 will be billed at \$20.00 per hour at the end of the school year.

IMPORTANT NOTES:

- Each family is required to track and log their own hours
- Volunteer opportunities will be emailed by the school office as they become available
- Some volunteer activities require Diocesan-mandated clearances
- Please refer to the Diocesan Youth Protection Policy and the Diocese of Harrisburg website on how to obtain your clearances to volunteer at the school
 - <https://www.hbgdiocese.org/safeyouth/background-certificates-and-youth-protection-requirements/#adult-school-volunteers>
- Excess hours are not carried over to the next school year

Listed below are some of the qualifying volunteer activities. Service from extended family members may be counted toward a family's hours. Qualifying Volunteer Opportunities include but are not limited to:

- Recess Duty
- School Board Member
- Classroom Coordinator
- Classroom Helper
- Field Trip Chaperone
- Field Day
- Development Events
- Parish Picnic
- Cafeteria Helper
- School Musical
- 8th Grade Graduation
- Coaching
- Open House
- Let's DANCE

- Grandfriends Day
- Day of Giving
- Mother/Son Bowling
- Father/Daughter Dance
- Talent Show
- Yearbook
- Campus Grounds Clean Up
- Vocations Day
- Golf Outing
- Basketball/Football Concessions/Gate Fees
- Sunday Coffee & Donuts
- Teacher Appreciation Luncheons
- Event Photographers
- Spiritual Life Committee
- Mentor Family

**Any questions about what qualifies towards volunteering hours can be directed to Alex Stairs and/or Jennifer Miller.

HOW TO LOG YOUR HOURS

- All hours are logged through the SLTG Volunteer Hours Form which can be found on our website on the 'For Parents' tab, 'Volunteer Opportunities' and click the button "Volunteer Hours Submission"
- [Volunteer Hours Tracking Form 2023-2024](#)
- You will need your Development Family ID which can be found in the Parent Plus Portal (same place you go to check grades)
- Sign into PlusPortals at www.PlusPortals.com/stleoschool. On the Home screen, click More, click School, click Demographics and it is listed under DEV FAMILY ID. This will be the same number for each student in your family. Save this number for future submissions.