

## VOLUNTEER HOURS

### FREQUENTLY ASKED QUESTIONS

#### **How many hours does our family need to volunteer per year?**

- Returning families                      50 hours
- New families Grades K – 8th        40 hours
- Preschool / Pre-K                        20 hours

#### **How do I submit the hours I volunteered?**

Currently, we track hours using Google Forms . This information is then downloaded into an Excel report that tracks totals for all OLG families. [Click here](#) for a link to the online survey.

#### **What if my family is not able to complete our number of volunteer hours before May 31?**

One of the ways our school community remains robust is by all families contributing to the greater good by offering their time to help with various activities. We want all families to be successful in fulfilling their required number of hours. If you are unable to fulfill your hours for specific reasons, please contact the school principal, Mr. Kramer. **All hours not fulfilled will result in a \$25/hour charge to be paid before the close of the school year.**

#### **I volunteered on June 2. Do those hours count for the current school year?**

No. Commitment hours (or volunteer time) for the current school year are accrued from June 1 through May 31. All volunteer time worked *after* May 31, counts towards your total for the *next* school year.

#### **My parents (grandparents to OLG student) volunteered at a school event. Can I claim their hours?**

Yes.

#### **My friend volunteers for the church. Can I claim her/his hours?**

No. If you've recruited friends to help with a particular event at the school or church, then yes, you can claim their hours. If your friend is a layperson or sings in the choir at church for example, then no, their hours do not count.

#### **What sorts of jobs do we do to earn service hours?**

OLG has a plethora of ways for you to earn service hours. Here's a list of potential opportunities:

- Be a [Parent Org officer](#) (President, VP, Treasurer, Secretary, Class Representative)
- Work on [events](#) like the Auction, Jog-A-Thon, Halloween Carnival, Light the Night, Math Night, and Trivia Night. Besides pre-event planning, all events need help with setup and cleanup.
- Help with the [SCRIP](#) program
- Assist in your student's classroom, in the school office, or in the parish office
- Chaperone field trips (requires SAFE environment training – [click here](#) for more info)
- Coach CYO sports teams
- Assist with OLG [summer camps](#) or Scouts
- [Playground/recess duty](#)

**How do I hear about volunteer opportunities?**

The weekly newsletter regularly lists upcoming volunteer opportunities in the “Parent Org Updates” section. And, you can always contact your student’s teacher or the office to see if they need help with a specific task.

**I’m a CYO coach. How many hours do I submit?**

Track your hours independently and then submit them at the end of the season. Time requirements for coaches varies by the sport, the number of practices, the game schedule, etc.

**My middle school aged child volunteers in the community. Do those hours count?**

No. Middle Schoolers are required to fulfill service hours as part of their curriculum. These hours do not count towards family totals.

**I watched OLG kids so their parents could attend an OLG event. May I claim these hours?**

Yes. We want it to be easy for parents to attend school events.

**I was with my daughter while she sold Girl Scout cookies. May I claim these hours?**

Yes. Helping with Girl Scout and Boy Scout activities counts as service hours.

**I made a baked good for the Cake Walk/Light the Night/Cultural Night – do these hours count?**

Yes. Usually the number of hours you can claim per baked good is pre-announced. Generally, it is one hour per cake for the Cake Walk or for two dozen cookies for Light the Night.

**I put together a donation for the OLG auction. Can I claim the hours I spent putting this item together?**

No. Hours spent putting together your family’s donation are part of the donation. However, if you spend time procuring items for the auction from local businesses, these hours do count as being part of the Auction Procurement team.