

PARENT PARTICIPATION HANDBOOK COVID-19

ADDENDUM

Updated 2-16-2022

(The complete version of the Parent Participation Handbook can be found on our website www.saintmaryschool.org)

Volunteer Hours

Required volunteer time keeps costs down, builds community, and helps families invest in the educational process. St. Mary School requires a two-parent household to serve 40 volunteer hours between July 1 and June 30, by volunteering for school and parish activities. One-parent households, Preschool and/or PreKindergarten families must serve 20 hours. Families turn in Volunteer Hour Forms monthly to document volunteer time. **Those unable to meet the requirement will be charged a fee of \$15 per hour.** It is the responsibility of the parent or guardian to watch for volunteer opportunities through the weekly newsletter and information sent home.

AT THIS TIME THE PARENT VOLUNTEER HOUR REQUIREMENT WILL REMAIN THE SAME FOR THE 22-23 SCHOOL YEAR. THE OKTOBERFEST VOLUNTEER HOUR REQUIREMENT WILL BE WAIVED IF WE ARE UNABLE TO HOST OKTOBERFEST DUE TO COVID-19 RESTRICTIONS.

DUE TO THE UNCERTAIN TIMES WE FIND OURSELVES IN DURING THE COVID-19 PANDEMIC, THE VOLUNTEER HOUR REQUIREMENT MAY BE ADJUSTED AS WE MOVE THROUGH THE SCHOOL YEAR. PLEASE CONTINUE TO WORK TOWARD THE CURRENT TOTAL REQUIRED TO THE BEST OF YOUR ABILITY. THANK YOU!

Participation Opportunities

- Collect Box Tops – 1 hour for every sheet of 10 box tops
- Share our Facebook posts-four posts shared=1 volunteer hour
- Attend PTO, Oktoberfest, Auction, or other school meetings (VIA ZOOM)
- Sell all 3 required Oktoberfest Raffle Ticket books-earn 2 hours
- Sell additional Oktoberfest Raffle Ticket books (1 extra book = 1 hour)

- Volunteer to stuff Tuesday Envelopes
- Buy more than \$1,500 a year in SCRIP -1 hour per every \$100 over \$1,500
- Donate your expertise, trade, or talents (must be preapproved by principal)
- Bring in two reams of paper to the office - 1 hour
- Sell additional Christmas wreaths-1 hour per wreath
- Lead a service project or committee
- And more...

How to Submit your Hours

Families must submit all of their own hours through the Volunteer Hour Form available in the school office and sent home in the Tuesday envelope. This includes, but is not limited to hours for Oktoberfest, the Auction, additional wreath sales, additional SCRIP purchases, and other volunteer hours listed above.

Volunteer Hour Forms should be submitted to the School Office in a timely manner at the completion of each event/month to ensure accurate record keeping.

COVID-19 Vaccination Requirements for Volunteers

All persons volunteering in the school building or directly with students (i.e. field trip chaperone, special school event volunteer, etc.) must be fully vaccinated against COVID-19. (At this time, a COVID-19 vaccine booster is not required.)

Please submit a copy of your COVID-19 vaccination card to the School Principal for verification.

Unvaccinated persons may complete their volunteer hours by earning hours through non-student involved activities (i.e. attending PTO meetings, share SMS Facebook posts, collect Box Tops, donate paper reams, etc.).

This is an Archdiocese of Seattle COVID-19 policy.

Fundraising Efforts

Tuition and fees only cover a portion of the actual cost of each student's education. Therefore, each family is required to participate in school development efforts and fundraising. This means that families are required to sell items in all fundraisers or donate to the fundraiser. The following is a list of each of your contracted obligations for our major fundraisers:

FALL:

Oktoberfest (All Families)

- Sell 3 Oktoberfest Raffle Ticket books (up to 120 per household) or “buy out” at \$240.00.

ALL OKTOBERFEST FESTIVITIES (Friday night and Saturday) MAY BE CANCELED FOR 2022 DUE TO THE PANDEMIC. IF NEEDED, OKTOBERFEST RAFFLE TICKET OBLIGATIONS WILL BE RAISED TO COMPENSATE FOR THE LOSS OF REVENUE DUE TO THE CANCELED FESTIVITIES.

WINTER:

Wreath Sales (All Families)

- Families must sell at least \$150 worth of items or “buy out” at \$75.00.

***SALES WILL BE ONLINE AND DIRECT SHIP ONLY**

SPRING:

Fun Run (All Families)

- This fundraiser is a fundraiser where students collect pledges (per lap/per book read or one-time donation) to run laps around a course set in the parking lot/or read a book.
- Families must collect at least \$75 worth of pledges or “buy out” for \$60

Auction (All Families)

- **The Auction is held every other year. This IS an Auction year!**
- Parents must procure a minimum of **2 items at a combined value of \$100.00** or more (not including the classroom projects) or **“buy out” for \$100.**
- Contribute to the classroom project(s).
- Volunteer 4 hours (in addition to the required 20/40 volunteer hours)

YEAR ROUND:

Coffee Hour Sundays at St. Mary Parish and Our Lady of Good Help (All Families)-CURRENTLY SUSPENDED

- Families are asked to commit to attending and help staff one Coffee Hour a year at either St. Mary Parish or Our Lady of Good Help.
- The time commitment is roughly two hours and counts towards your volunteer requirement.
- Families may also opt to fulfill the Coffee Hour commitment by signing up to contribute baked goods to a Coffee Hour.
- Sign-ups will be available at *Move in Night* in August.

SCRIP (All Families)

Purchasing gift cards from the school office, online, OR
THROUGH THE SCRIP APP.

- **All families are required to purchase a minimum of \$1,500 a year in SCRIP cards or eCards.**
- You will earn 1 additional volunteer hour for each \$100 purchase above \$1,500.
- All SCRIP purchases must be made between July 1 and June 30 of the current school year. Fourteen percent (14%) of any unpurchased amount of SCRIP will be charged and added to your tuition statement.

THE SCRIP MONETARY OBLIGATION HAS BEEN RAISED BY \$500 PER YEAR PER FAMILY. THE INCREASE IS MEANT TO HELP WITH LOST FUNDRAISING REVENUE DUE TO THE COVID-19 PANDEMIC.

Should you want to pursue “buying out” of ALL fundraising obligations and/or volunteer hour obligations, please email the School Principal at cmarlow@saintmaryschool.org for more information on cost and procedure.

Parent Participation Handbook and Contract

Sign Off Form 2022-2023

Please sign and return this sheet to the school office.

Retain the rest of the document for your records

FamilyName:

E-Mail Address(es)

Address _____ City _____

State _____ Zip _____

Names of Children

Grade

1 _____

2 _____

3 _____

4 _____

Please review, sign, and return this contract to the school with your Registration paperwork. By signing, you acknowledge and agree to the obligations within this handbook. Your student's registration will not be considered complete until this contract is signed and returned.

Parent/Guardian Signature _____ Date _____