

St. Francis Xavier School Parent Volunteer Policy

Why Volunteer?

Parent volunteers are a vital resource for St. Francis Xavier School. Your involvement supports our school community and demonstrates to students the value of participating in and giving back to the larger community. Volunteering allows you to connect with teachers, administrators, and other families, giving you a deeper understanding of your child's school experience. Whether your child is just beginning their educational journey or preparing for 8th grade graduation, your participation makes a meaningful difference.

Volunteer Requirement

Each family is required to contribute a minimum of 20 volunteer hours per school year. These hours may be completed by parents, grandparents, or another adult family member. Your volunteer hours are non-transferrable between school families.

Volunteer Opportunities

Volunteer hours can be fulfilled in a variety of ways, including but not limited to:

- Attending PTO and gala meetings
- Obtaining auction items for the gala
- Supervising recess
- Helping with school events and fundraisers
- Participating in field trips
- Serving on school committees
- Helping with middle school athletics
- Volunteering in the classroom
- Signing up as a room parent (help coordinate class basket)

A list of current volunteer opportunities will be provided at the start of each school year and updated regularly

Of the 20 hours, **5 of them must be served on recess hours** and no more than one field trip (up to 4 hours) may be counted toward family volunteer hours

Fulfillment Opportunities

There are some positions that will fulfill the volunteer hours in their entirety. Tracking hours is not required - a single entry can be made in the volunteer tracking program.

(1) Volunteer coordinator (coordinates with teachers, parents, PTO officers, and gala co-chairs to recruit volunteers)

Gala Co-Chair (acquisitions, sponsorships, event chair, marketing, data entry)

PTO Officer (president, vice president, secretary, treasurer)
Middle School Athletics assistant coach (volleyball, basketball)

Tracking Hours

Families are responsible for recording their volunteer hours using the school's designated tracking system. Hours must be logged within two weeks of service to ensure accurate records.

Opt-Out Fee

If a family is unable to fulfill the 20-hour requirement, a fee of \$25 per hour not served will be assessed at the end of the school year. This fee supports school operations, programs and activities that benefit all students.

Eligibility

Volunteer hours may be completed by:

- Parents or legal guardians
- Grandparents
- Other adult family members (age 18 or older)

Additional Information

All volunteers must comply with school safety and background check requirements before participating in activities involving students.

Thank you for your commitment to St. Francis Xavier School. Your time and talents help create a vibrant, supportive, and faith-filled community for our children.

FREQUENTLY ASKED QUESTIONS

Q. **Do monetary donations count?**

A. As we are extremely appreciative of monetary donations, we only look to log hours of physical volunteering.

You may pay the opt-out fee if you are unable to fulfill your volunteer requirements.

Q. I am a coach and/or Parent Group/School Committee/Event Committee member. Do I need to enter a log for each practice/game/meeting?

A. No. To alleviate all the extra work on your behalf, we ask you to please enter your total hours completed in one entry at the end of the season, event, or school year. For example, Coaches will have 1 log entry for the total hours of practices and games for the season, School Committee and Parent Group members will have 1 log entry for the total hours of meeting hours for the school year, Event Chairs and committee will have 1 log entry for the total hours of planning, prepping, and day of event hours.

Q. Will families that complete their required volunteer hours, receive a tuition credit?

The \$150 tuition credit for completion of volunteer hours and raffle commitments will be phased out during the 2026-27 school year. We will honor credits earned during the 2025-26 school year for those that satisfied their volunteer hours, and it will be credited in the Fall of 2026.