

Volunteer Policy

St. Louise Parish School requires all families to commit to a minimum of 40 volunteer hours between July 1 and June 30, by volunteering for school activities (and/or St. Louise Parish activities that directly benefit parish school-age children). Those unable to meet this requirement may be excused by paying an hourly fee in lieu of the hours or be excused by making arrangements with the principal.

Every family must log their volunteer hours online via the school website by the final day of each trimester, documenting their volunteer time. Hour totals will be viewed at the end of every trimester by the Parents' Club volunteer coordinator, who will email families indicating the number of volunteer hours accrued or the amount of money received in lieu of hours. Once a family has reached the minimum 40 hour commitment, no more documentation of hours is necessary. Any family who has not paid their fee, has not volunteered 40 hours, or has not made arrangements with the principal by the end of the school year will not be accepted for registration for the upcoming school year. Student transcripts will be withheld until all hours are completed or fees paid. Those families electing to pay the per-hour fee should turn in a Volunteer Hours Form at the end of the first trimester indicating on that form that they will be paying for their hours. Full payment of the fee for un-worked hours is due by June 1. Other stipulations include:

- A. Hours may not be transferred from one family to another.
- B. Hours may not be carried over to the following school year with the exception being auction volunteer hours earned in the winter and spring for the following year's auction.
- C. Volunteer hours that qualify are hours that are spent directly benefiting the school or St. Louise Parish school-age activities.
- D. Activities related to worship, liturgy, or parish adult-programs do not qualify as volunteer hours.
- E. The cost of an item donated to the school cannot be translated into volunteer hours. Only actual time spent on activities that directly benefit our school or benefit our parish's school-age activities may be documented as volunteer hours.
- F. The principal will make decisions on any other activities not listed below.

Some qualifying activities include: Charger Card team; playground supervisors; traffic directing; school office help; hospitality; used uniform and Charger Gear sales; room parents; library assistance; attendance at School Commission or Parents' Club meetings; serving on the School Commission (and its committees); serving on the Parents' Club (and its committees); serving on the Athletic Board; grounds clean-up or facility repairs; St. Louise Parish faith formation teaching/assisting for youth activities; CYO athletic coaching; St. Louise Parish scout troop leadership.

Some non-qualifying activities include: attendance at CYO games/practices; parish adult-programs/activities; Mass attendance; fulfilling your family's minimum commitment to the school's required fund raisers (Walkathon; Magazine Sale; Auction; Charger Cards; ASGC).

As a volunteer, parents are to understand that in the process of carrying out their volunteer service to the community of St. Louise School and/or Parish, they may have access to confidential information, both verbal and written. They understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of their volunteer position at St. Louise. They agree to uphold the confidentiality of these matters both during and following their volunteer service with St. Louise.

Furthermore, all volunteers (and thus all school parents) are required to fulfill all of the background check and training requirements of the Seattle Archdiocese's "Safe Environment" program. The Seattle Archdiocese and St. Louise Parish and School are very vigilant in protecting children. Through the required program – "Safe Environment," aka "Virtus" - the Archdiocese conducts criminal background checks on clergy, employees, parents, and volunteers. The Safe Environment program also teaches these people how to recognize the signs of abuse and neglect of minors and vulnerable adults, how to report suspected abuse, and how to keep our parishes and schools safe so the members of our community who are protected at all times. We also recognize the importance of training our children about personal safety and how to talk to their parents or other trusted adults when they need help. All components of the Safe Environment program were reviewed and approved by the Archdiocesan Review Board, the Office of Catholic Faith Formation, and the Archbishop - found to be age-appropriate, research-based, and consistent with the teachings of the Catholic Church.