

St Thomas More Catholic School Volunteer Policy (Rev. 10/01/2018)

Visitors

For the safety of students and staff, all visitors must enter through the front door, sign in at the front office and wear a visitor badge. There are no exceptions to this rule. Additionally, Safe Environment certification is required to participate in classroom activities, including class parties and holiday celebrations.

Volunteers

In accordance with the updated directives of the Diocese of Raleigh, all volunteers who work with students must adhere to the following requirements:

- Complete and submit a Diocesan, Level C, background check form which can be obtained via the Parent Portal on the school webpage.
- Attend one Safe Environment Training workshop, offered multiple times throughout the year. To obtain a current listing of dates and time for upcoming training sessions please visit the [STM Parish Child & Youth Protection](#) site. The training and background check must be updated every five years.
- Enter through the front door of the school, sign in at the school office, and receive a volunteer badge.
- Volunteers will only be permitted to visit the classroom with prior teacher approval.

Volunteer Hours

Volunteers are the backbone of what we accomplish at our school. Your time and work are valued and truly make a difference for our students and faculty. We welcome parents into our school and are happy to help connect families with volunteer opportunities.

Required Hours

As is the case in most diocesan schools across the nation, each family is required to contribute a **minimum of 26 hours** of volunteer service to our school community between June 1, 2018 and May 31, 2019. The Home and School Association provides guidance and support on how to sign up and track volunteer hours through VolunteerHub. This is the minimum number of hours needed for parents to volunteer. However, we welcome and encourage families to continue to participate in fundraising and celebratory events all throughout the school year.

It is understood that some families may find 26 hours difficult to complete, due to extenuating circumstances (single parent households, family illness, and so on), and we encourage you to notify us of a situation that may interfere with your volunteer commitment.

Volunteer Hub

School volunteer opportunities are posted at <http://stmcsnc.volunteerhub.com>. It is the responsibility of each family to sign up for hours via this website and check regularly to ensure that hours are up-to-date. If you have not registered, you **MUST** complete your enrollment by going to the website and following the prompts. There is a helpful video tutorial available on the [HSA webpage](#) to help you get started.

What counts as an hour:

- **Direct support of STM Instruction and Programming:** Volunteering as a classroom helper, Grade Parent, event assistant, parent club sponsor, library assistant, field trip chaperone, or other opportunity posted on VolunteerHub or directly solicited by a member of the STM Faculty or staff for the benefit of our students. If you have any questions about whether something will fulfill a volunteer hour, please email stm.volunteerhub@gmail.com
- **Church Service benefiting STM children directly:** Service opportunities include organizing and volunteering for the May Crowning, Posadas, Our Lady of Guadalupe, and nursery coverage during the 9:15 Sunday Mass.
- **Extracurricular Sponsorship/Leadership:** Volunteer hours may be earned if there is no pay for the position and it is offered as a regular extracurricular opportunity, sponsored by STM. Examples include LEGO Club, Chess Club, Athletic Coaching, etc.
- **Food donations:** No hours will be given for purchase of supplies for classroom celebrations. Exceptions may be made for more time-consuming items - please email stm.volunteerhub@gmail.com for guidance.
- **Donations to outside organizations:** Efforts such as the Thanksgiving Food Drive, Appalachian Shoebox Christmas, Jump Rope for Heart, CRS Lenten Rice Bowl, etc., do not count as volunteer hours. We do these in the spirit of charity, without expecting compensation. Hours may be earned for coordinating the school response to these needs, however.
- Parent/Teacher conferences, as well as shared childcare for conferences, are not considered volunteer hours.

Additional Information:

- Submit volunteer hours exclusively online. All families are required to sign up for VolunteerHub. Complete directions are available on our school website at <http://www.stmcscnc.org/volunteering>.
- Volunteer hours should be submitted within one month of service in order to be credited for them. For example, you will not be able to submit hours in February for service completed in October.
- If you have earned hours that you cannot enter in the system, email stm.volunteerhub@gmail.com including the group for which you volunteered, the title of the event/volunteer opportunity, a very brief description, and the hours you worked (start and end times are most helpful).
- Should you have any questions about this policy, please feel free to email stm.volunteerhub@gmail.com,