

## PLEASE SAVE THIS LETTER FOR FUTURE REFERENCE

Dear Parents on Plans A and C,

My name is Amy Miller and I am the Service Hour Recorder for St. Philip the Apostle School. This letter serves as your guideline, along with the school handbook, for those families on tuition plans A and C. You can find all of this information on the school website as well.

If you need to contact me:

PHONE: (HOME number only please)

**626.345.1424**

EMAIL: (please do not use my personal email)

**stphilipservicehours@hotmail.com**

## HOW MANY HOURS DO I NEED?

Service hour school year runs May 1, 2016-April 30, 2017

**MOST FAMILIES: 48 TOTAL HOURS (36 regular, 4 parish, 6 fall festival and 2 dinner dance)**

broken down:

Period 1 (ends November 30) must have: 20 school hours + 6 festival

Period 2 (ends April 30) must have: 16 school + 4 parish + 2 dinner dance

**SINGLE PARENTS** (have sole physical and financial custody of their child(ren) **and have registered** with the school office:

**28 TOTAL HOURS (18 regular, 2 parish, 6 fall festival and 2 dinner dance)**

broken down:

Period 1 (ends November 30) must have: 10 school hours + 6 festival

Period 2 (ends April 30) must have: 6 school + 4 parish + 2 dinner dance

**NEW FAMILIES** (In your first year at St. Philip):

**48 TOTAL HOURS (36 regular, 4 parish, 6 fall festival and 2 dinner dance)**

Period 1 (ends November 30) must have: 6 festival

Period 2 (ends April 30) must have: 36 school + 4 parish + 2 dinner dance

Once all of your required hours are submitted and approved, you do not need to turn in additional hours worked.

## WHAT IF I WANT TO WORK MOST OF MY HOURS IN PERIOD 2?

In most cases, this is fine! Notify me (VIA EMAIL) that you plan to work your hours in period 2 by **NOVEMBER 30TH**. If you are a family on probation, you may not defer your hours. If you fail to provide notification, you will be billed for period 1. New parents do not have to provide notification.

## WHEN DO I SUBMIT MY HOURS?

Submit your hours within 1 week of completing work

## WHAT ARE THE IMPORTANT DEADLINES AND DATES?

PERIOD 1- May 1 thru November 30

SUBMIT PERIOD 1 HOURS BY DECEMBER 15

PERIOD 2- December 1 thru April 30

SUBMIT PERIOD 2 HOURS BY MAY 15

END OF YEAR- **IF YOU HAVE PROBLEMS WITH YOUR BILL YOU HAVE UNTIL JUNE 30 TO RECTIFY THEM. AFTER THAT DATE, YOU ARE RESPONSIBLE FOR THE AMOUNT BILLED.**

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### HOW DO I SUBMIT MY SERVICE HOURS?

You can electronically submit your hours on the website or you may use a paper coupon.

**PAPER COUPONS**-You can find these near the office. These must be filled out by the volunteer and signed by the APPROVER to be counted as hours.

#### **ELECTRONICALLY-**

- 1-Log into the school website (you must have an active account to view or submit service hours).  
<http://www.stphiliptheapostle.org/school/>
- 2-Select "Sign In" on the right side of the page.
- 3-Once logged in, select the SERVICE HOURS button on the left side of the page
- 4-This will take you directly to your family page. There will be a SUBMIT button. Click on that and follow the prompts.
- 5-Select the appropriate description/committee that the service was for and then fill in the form.  
If you can't find your category, use the help section on the service hours page. The submission will then be sent to the committee chair for approval.
- 6- When the chairperson has approved your hours you will see your status change from red to green.  
Please allow 1 week for approvals to go through.

If your approval has not gone through after one week PLEASE CONTACT THE APPROVER DIRECTLY to let them know that there is something still pending.

**ALL HOURS NEED TO BE RECORDED THIS WAY, EVEN IF YOU SIGNED A SIGN IN SHEET.** You are responsible for submitting your own hours, committee chairs will not be doing it for you.

### IF I SIGN IN THROUGH A SIGN IN SHEET DO I NEED TO SUBMIT MY HOURS ONLINE?

**SIGN IN SHEETS- ARE NOT AN ACCEPTABLE METHOD FOR SUBMITTING YOUR HOURS.** You will still need to log in your own hours, they will not be turned in on your behalf. Sign in sheets are used as a reference only for the approving party to approve online hours. THIS IS TRUE FOR FALL FEST ALSO. You will sign in at the fest AND need to log your hours online (**NEW THIS YEAR**).

### HOW DO I CHECK TO SEE HOW MANY HOURS I HAVE?

You can check your hour status on-line using your family LOG IN.

- 1-Go to the school website, <http://www.stphiliptheapostle.org/school/>
- 2-Select "Sign In" on the right side of the page.
- 3-If you are a returning family, you can log in using your previous year's log in an password. If you are a new family, you need to create an account. (see instructions below).
- 4-Once logged in, select the SERVICE HOURS button on the left side of the page.
- 5-This will take you directly to your family page where you can see the status of your hours and where you can submit new hours.

### IF I AM NEW TO THE SCHOOL, HOW DO I REGISTER TO ENTER SERVICE HOURS?

- 1-Go to the school website, <http://www.stphiliptheapostle.org/school/>
- 2-Select "Sign In" on the right side of the page.
- 3-Select "Create an account" and enter the required information.
- 4-This will generate an email to the admin. You will not be able to access your account until you receive an email stating that your account is active.

**PLEASE REGISTER BY SEPTEMBER 15**

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### WHAT IF I DON'T WORK ALL OF MY REQUIRED HOURS?

85% of all hours must be completed by April 30 or you will be removed from the service plan program. (this percentage is based on total number of required hours including events)

Each school and parish hour not worked will be billed to you at a rate of \$25.00 per hour.

Each festival hour and/or dinner dance hour not worked will be billed to you at a rate of **\$50.00** per hour.

### DO SERVICE HOURS ROLL OVER?

Service hours do not carry over to the next school year.

Fall fest and Dinner Dance hours worked in excess will be counted towards your school hours.

**They are recorded as event hours but hours over the required amount will count as school hours.**

Parish hours are capped at 4, THESE HOURS DO NOT CARRY OVER TO SCHOOL HOURS.

### WHAT DO I NEED TO KNOW ABOUT PARISH HOURS?

You may earn a maximum of 4 hours for parish work. Additional parish volunteering is welcomed but, service hours credit will not be awarded after 4 hours are reached.

SCOUTING- Parish service hours are only given to pre-approved scout leaders (who can earn a maximum of 4 hours each). For each grade, there can be one approved leader per every 8 scouts. Leaders need to submit their names to the Parish Service Hour Coordinator by November 1. (Parish Hours coordinator, Mimi Stolpe).

Please refer to the Parish Service Hour guidelines for more information on what hours may be submitted for parish hours.

### CAN I EARN HOURS FOR CAMP FALCON?

Persons assisting with Camp Falcon field trips (only) or with Falcon's Nest can earn up to 10 hours.

### CAN I EARN HOURS FOR AFTER SCHOOL ACTIVITIES?

#### ORGANIZED CLASSES

Service hours are **NOT** given for assisting (or bringing snack) to after school classes (Ballet, Tae Kwon do, etc.).

#### CLASS SOCIALS

ONLY the HOST of a back to school social may earn up to 4 hours (if the event is held at someone's home).

No receipts may be submitted for this event.

#### MENTOR FAMILIES

Mentor families can earn up to 5 hours for any of the following: family night, church welcome or summer activities with their mentor family.

#### SCHOOL SPORTS

Service hours are given for coaching, service hours are NOT given for bringing snack for the team.

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### CAN I EARN HOURS FOR PURCHASING SUPPLIES?

Yes! Items purchased for scheduled classroom and/or school events may be redeemed for service hours. Every \$25.00 spent equals 1 service hour. **The original receipt must be attached to the signed coupon. These hours cannot be turned in electronically.**

Gift cards can also be purchased for needed items for an event such as the fall fest and dinner dance/auction. Items purchased at a store need a receipt. Gift cards purchased through scrip do not need a receipt.

### CAN I EARN HOURS FOR BAKING?

Baking for scheduled school events (class parties, Senior's Luncheon, Grandparents and Special Friends Day, Open House, etc) count toward service hours. 1 hour is given for the following:

- 2 dozen cookies, brownies or cupcakes
- 1 cake or pie

You may not get hours for both purchasing supplies for baking and the actual baking of the treat. BAKING FOR THE FALL FESTIVAL MAY BE CALCULATED DIFFERENTLY. SEE FALL FEST INFORMATION FOR MORE DETAILS.

### WHAT DO I NEED TO KNOW ABOUT THE FALL FEST AND DINNER DANCE/AUCTION?

#### FALL FEST

Fall fest hours worked at or before the event are handled by the Fall Fest committee members. Sign ups for this event will occur before the event via an online sign up.

Each family is required to work 6 hours for the event.

All Fall Fest hours worked are counted first toward the event requirement, and then all hours over 6 will be applied to school hours.

These hours will be reflected as Fall Fest hours on your account even if they roll over to school hours. NEW THIS YEAR. **YOU MUST SIGN IN AND OUT AT FEST AND SUBMIT YOUR HOURS ON LINE.**

All questions related to Fall Fest service hours should be directed to the fall fest service hour chairs (Virginia Naperila).

#### DINNER DANCE/AUCTION (DDA)

DDA hours MUST be submitted online (sign in at the event and enter online).

Each family is required to work 2 hours for this event.

All DDA hours worked are counted first toward the event requirement, and then all hours over 2 will be applied to school hours.

These hours will be reflected as DDA hours on your account even if they roll over to school hours.

#### SPONSOR/ADVERTISING

No service hour credit is given for sponsoring a booth at the fall festival or buying a page in the auction booklet as these are considered advertisements.

#### EVENT CHAIRS

If you are in charge of an event, you will need to submit your hours online.

Please turn in any approvals for the people that work for you within 48 hours of the event.

Hours may only be allocated to the period worked in.

Granting of double service hours must be cleared with Mrs. Ramirez in advance.

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## **HOW DO I FIND OUT ABOUT SERVICE HOUR OPPORTUNITIES?**

Check the weekly newsletter for information on service hour opportunities.

Ask teachers and staff members if they may need help on special projects (do not limit yourself to your children's homeroom teacher. Try the librarian, art teacher, music teacher, etc.)

Check with event chairs. There is always a need for extra help with the auction and fall fest and other school events.

All school functions require volunteer help, just ask around!

Traffic team and hot lunch are often looking for weekly help.

Phyllis Park in the parish office is a good source for helping out with parish hours.