

St. Robert Home & School Association

Volunteer Policy

Commitments

- Each school parent is expected to participate in two Home & School Association activities each school year as stated in the Parent Covenant.
- In addition to the individual commitments, there is a mandatory family commitment which requires one parent from each family to participate in either the Rummage Sale or the Emerald Auction.
- Service on the St. Robert School Advisory Board or the Home & School Association Board for the current school year is recognized as one of the individual commitments.
- Parents who are unable to fulfill their volunteer obligations may choose to opt out by paying a buy out fee of \$250 per parent. Parents may also be retroactively charged a buy-out fee of \$100 per committee assignment if they fail to fulfill their assigned volunteer obligations.

Assignments

- Parents are expected to complete the Volunteer Preference Form that is distributed to all parents in May as part of the registration process.
- Parents are given the opportunity to list preferences for committee assignments for the coming year on the Volunteer Preference Form.
- Each parent will be assigned to two volunteer commitments by the Vice President of Volunteers on a “First Come, First Served” basis and according to committee needs.
- Parents will receive notification of their volunteer assignments with the school’s summer mailing.
- Parents wishing to serve on a committee designated as a “Student Contact Assignment” must complete the Volunteer Certification Process, which includes Safe Environment training and a criminal background check.

Responsibilities

- Committee chairs are expected to contact their volunteers at least one month prior to the scheduled commitment.
- Committee chairs will provide a Home & School Volunteer sign-in sheet. It is the responsibility of parent volunteers to ensure that they have signed in properly. The committee chair will initial all volunteer signatures prior to submitting the sheet to the VP of Volunteers.
- If a parent volunteer is unable to fulfill an assigned commitment, he/she may arrange for another school parent to fulfill the commitment (**unless** it is a “Student Contact Assignment”). This should be confirmed with the committee chair and noted on the sign-in sheet. If no replacement can be found, the parent volunteer must notify the committee chair as soon as possible.
- If a parent volunteer cannot fulfill an assigned commitment, it is his/her responsibility to contact the VP of Volunteers to request reassignment. If no such arrangement is made, the parent will be retroactively assessed the volunteer buy-out fee of \$100 per missed assignment.

Additional Requirements

- Additional volunteer activities may be required depending on your child(ren)’s grade or activities. For example, all Kindergarten parents will be assigned to help with morning drop-off Door Duty. Parents of children participating in the middle school showcase will be expected to provide supervision during assigned rehearsals. 8th Grade parents are required to participate in 8th grade fundraising events. These volunteer duties are in addition to the family/individual commitments and are not excused if a parent opts for the volunteer buy-out.