

KCSS Family Service Hours

KCSS will again have a service hour requirement for families for the 2011-2012 school year. The following information details and refreshes information you need to complete and track the hours for your family.

Parents are asked to complete family service hours for various events sponsored by KCSS. Each family is asked to donate a total of twenty (20) hours of time during the 2011-2012 school year helping at various fundraising, social, or service events. The hours can come from one event or be a combination of events. If your family hours cannot be met there is a buy-out option of \$200 per family. The hours need to be completed by the parents; children's hours do not count.

Family Service Hours not only help to defray costs for KCSS it provides opportunities for parents to be involved in their child's school environment.

How do I track my hours?

You can either print the Family Service hour tracking form from the KCSS website and send it to the school office or email your hours to Jessica Schaff at jschaff@kcsonline.org. All forms are kept in a file so you must provide documentation on paper or by email.

How do I know when I have completed my hours?

If you complete your hours a \$200 credit will show up on your tuition billing statement indicating your hours have been completed. In addition a statement of hours will be sent out at the end of the first semester of school and also a few weeks prior to the end of the school year. If at any time you would like to know how many hours you have accumulated contact the Business Office.

What if I only partially complete my hour commitment?

If you do not complete all twenty hours for your family you will receive a \$10 credit for each hour you completed. For example if you completed 8 hours you will receive an \$80 credit.

When does the tracking period begin and end?

Family service hours completed between June 3, 2011 and June 1, 2012 will count for the 2011-2012 school year. **The tracking form must be submitted no later than June 15, 2012.**

Can I share my hours with someone else?

No, parents need to complete their own hours. Friends and relatives cannot complete your hours for you.

What types of activities count towards Family Service Hours?

This is not an all-inclusive list but most events or service opportunities are included. If you would like credit for something that is not on this list please contact the Business Office to find out if it can be applied towards your hour commitment. Field trips **do not** count.

The following can be used toward Family Service Hours:

Individual Fundraisers: The Grand Event, Bravo, Walk a Thon, Younker's, Market Day, Christmas Tree Lot, etc.

Athletic Team Coaches: Hours requirement for the Athletic Association and Men's Tournament **do not** count.

Playground and Lunchroom Volunteers

Incentive Programs: Campbell's Soup Labels, Box Tops, cell phone and ink cartridge collection.

Parish Picnics: If you work at Oktoberfest or St. Katharine Fest you may count **up to but not more than a total of 10 hours**.

Board/Committee Membership: Board of Trustee, marketing and development, policy, advancement, strategic plan, and teacher appreciation members can count their hours.

Home and School Association: Hours worked at Home and School events count. Attendance at the meetings does not count unless you hold an officer position.

Classroom/Clerical Help: Envelope stuffing, running copies or helping in the classroom count. Classroom help as requested by the teacher counts, teachers may request help as needed.

If you have questions or concerns please contact Jessica Schaff at 759-4508 or by email at jschaff@kcsonline.org