

# **ST. ELIZABETH ANN SETON SCHOOL SHARE HOUR PROGRAM**

**The function of the PVO is to promote all aspects of the school, both academic and financial. Everyone's help is needed for the organization to be successful.**

## **SHARE HOUR REQUIREMENTS**

Volunteer service is necessary for the operation of the school ("SEAS") and is considered a non-monetary form of tuition. To insure adequate volunteer service, the parent(s) and/or guardian(s) of each family of SEAS students are required to complete a minimum of 40 share hours of volunteer service per school year. All hours must be completed by a parent and/or guardian or grandparent and not by the student(s) or sibling(s). A minimum of 25% (10 hours) of the required 40 hours must be completed on a fund raising activity.

Exceptions to the minimum requirement are granted in the case of a single-parent family. A single parent family is defined, for the purpose of this program, to mean a parent with sole custody and control of the student(s). In this situation, a minimum of 20 share hours of service is required, of which 5 hours must be completed on fund raising activities. This exception does not include families with divorced or separated parents who share custody of the student(s). Another exception to the minimum requirement is in the case where the family has students attending both SEAS and Lumen Christi Jr. Sr. High School. In this situation, a minimum of 20 share hours of service is required, of which 5 hours must be completed on fund raising activities. Hours will be prorated by the share hour committee for new families joining the school after the auction.

Throughout this document, the required 20 or 40 hours of volunteer time will be referred to as the "Share Hour Requirement." It is the parent's and/or guardian's responsibility to insure that they fulfill their Share Hour Requirement. A \$25 fee will be charged at the end of the school year for each share hour not completed.

## **REGISTRATION REQUIREMENTS**

A Share Hour Agreement (the "Agreement") must be signed at the beginning of each school year.

## **SHARE HOUR PROCEDURES**

The share hour logbook is kept at the front office. It is the responsibility of each parent and/or guardian to record their hours in the logbook. Record in the log book the date the activity was performed, a description of the activity performed, and the number of hours worked. Please record hours promptly whenever possible and no less often than once a quarter. This helps in the administration of the program. Recording of hours is on the honor basis. However, the share hour committee will review the logbook regularly, tally hours, and make notes about hours that do not qualify. Quarterly statements will be sent out by the PVO Vice-President in order to keep families up-to-date and informed. It is recommended that each family complete a minimum of 10 hours per quarter.

If there is a question about whether or not activities qualify for share hours, please contact a member of the Share Hour Committee. It is recommended that you contact a member of the Share Hour Committee before performing an activity if there is any uncertainty about whether the activity qualifies. If the activity has already been performed and there is still a question about qualification, a written appeal should be

submitted to the Share Hour Committee for discussion. All decisions of the Share Hour Committee are final and binding.

### **SHARE HOUR COMMITTEE**

The Share Hour Committee is made up of the following: SEAS Principal, President of the Parent Volunteer Organization (the PVO) or designated officer of the PVO. This committee is charged with the administration of the Share Hour Program and will meet quarterly.

APPEALS: Any appeals to the administration of this Share Hour Program must be submitted in writing to the Share Hour Committee. The committee will hear all appeals. The Share Hour Committee's decision is final and binding.

### **SHARE HOUR OPPORTUNITIES**

New ideas and fund raising opportunities are always welcome but may not always be used. Presentation of such ideas must be made at a regularly scheduled PVO meeting for discussion and approval by the membership. Activities of the PVO may vary each year depending on parent participation.

In order to recognize the high levels of responsibility and time commitment of designated governing positions and committee chairs, the designation of AUTOEARN is used. AUTOEARN indicates that the family's minimum yearly share hour commitment is earned upon the successful completion of the listed position. AUTOEARN positions usually require more than the 40 hour commitment. Families who volunteer for AUTOEARN positions simply list the AUTOEARN position on their tally sheet in the share book. No other time entries are required. Any AUTOEARN position that is shared between two or more people will have the hours divided equally. Any other hours need to be accounted for on an hour by hour basis.

All other listed opportunities are accounted for on an hours-earned basis. All hours must be entered into the share hour book to be counted. The share hour book accounting is on an honor system.

**All chairs and co-chairs are subject to approval by the PVO Officers and Principal.**

## **Classroom/School/Administration Activities**

Parents are encouraged to spend time in the classroom. Any activity performed by a parent/guardian/grandparent that otherwise would have been performed by a teacher or staff member earns share hours. Please coordinate these activities in advance with the teacher, principal or other appropriate staff member. Each of the activities listed below earns share hours on an hour-by-hour basis:

### **Classroom Activities**

- Home Room Parent (see pg. 6 for description)
- Classroom helper/Tutors
- Correcting Homework
- Assisting in special classroom events (holidays, celebrations, etc.)
- Chaperoning Field Trips during school hours. Victory Bible Camp chaperones are selected by the teachers and may earn a maximum of 8 hours per day.
  - Maintaining bulletin boards
  - Assisting teachers in preparing lessons/activities
  - Coordinating book orders
  - Library Aide
  - Computer Aide
  - Preparing questions for electronic bookshelf
  - Repairing library books
  - Substitute Teaching without pay. Must inform Principal of intent to not receive pay.

### **School-Wide Activities**

- Eucharistic Ministry at School Mass
- Providing daycare during School Mass in the nursery
- School Production Assistants (stage, musicals, etc.)
- Assisting with Field Day, Fat Tuesday, Catholic School's Week, Spanish Luncheon, etc.
- Assisting with special PE activities such as Jump Rope for Heart or Hoops for Heart
- SEAS after school activities (cross country running, chess club, art classes, etc. )

### **School Administration Activities**

- Assisting in Front Office
- Playground/Recess Monitor
- Nurse/Health Assistant
- School Picture Assistant
- Alumni relations
- Facilities maintenance
- General maintenance
- Site beautification
- Updating handbooks and directories
- Thursday Envelopes
- Work room upkeep
- Ordering school supplies

## **Fund Raising Activities**

To insure the success of the fund raising activities, each family must complete at least 25% (10 hours of the required 40 hours or 5 of the required 20) in a fund raising activity. The PVO determines the fund raising activities for the year during its monthly meetings. Parent participation in the monthly meetings is crucial to the success of the school's fundraising activities. Volunteers for the various activities are requested throughout the year. Many opportunities that require different skills and different levels of commitment are available.

### **Annual SEAS Auction**

The auction is the largest fund raising activity held each year. It provides substantial support for the school and requires many hours of volunteer effort to be successful. Many opportunities are available for this activity.

- Auction Chair- This position is **AUTOEARN** and receives free tuition for one child.
- Auction Co-Chair- This position **AUTOEARN** and receives free tuition for one child. This person assists the chair and trains to take over as chair.
- Various Auction Coordinators and Assistant Coordinators as determined by the Auction Chair. See the PVO bulletin board for yearly opportunities. These positions earn share hours on an hour-by-hour basis.
- Many opportunities are available for work to be performed at home, at school, the day and/or evening of the event. See the PVO bulletin board for a listing of opportunities. Share hours are earned on an hour-by-hour basis.
- Hours can be earned working on the classroom auction project.
- A maximum of two hours for the person creating and organizing the class auction basket.
- Raffle tickets sales at a public location, under the authorization of the Raffle chair (i.e. Carrs).

### **Raffle Sales**

The Raffle Chair arranges for volunteers to sell raffle tickets at public locations, has tickets printed (in accordance with Alaska Gaming Rules), distributes tickets to SEAS Families, coordinates with the Home Room Parents to collect all money and tickets (sold or unsold), keeps an accounting log, and arranges for winners to be selected. Fundraising share hours are earned only by parents selling tickets at public locations.

- Chair- This position is **AUTOEARN**.

### **Innisbrook Gift Wrap Sales**

Held in the fall of the school year.

- Chair- This position is **AUTOEARN**.
- Co-Chairs- Assists the Chair and trains to take over as Chair. This position earns share hours on an hour-by-hour basis.

## **Halloween Carnival**

The Halloween Carnival is held each year as a family event for our students and the Anchorage community.

- Chair- This position is **AUTOEARN**.
- Co-Chair- Assists the Chair and trains to take over as Chair. This position earns share hours on an hour-by-hour basis.
- Classroom Coordinators- One or two persons required per classroom to coordinate set-up, workers, and clean up of each class's activity center. This position earns share hours on an hour-by-hour basis.
  - Many opportunities for setup, carnival activity, and cleanup volunteers. Share hours are earned on an hour-by-hour basis.
- Baked goods donated to Cake Walk or Goblin Café earn one share hour per donation, up to a maximum of 2 hours.

## **Spaghetti Dinner**

The Spaghetti Dinner takes place in the winter and is held in the MIKI Center. It is a SEAS family and SEAS Parish event.

- Chair- This position earns share hours on an hour-by-hour basis.
- Co-Chair- This position earns share hours on an hour-by-hour basis
- Volunteer- Opportunities for planning, set-up and clean up. Share hours earned on an hour-by-hour basis.
- Baked goods or Cases of Soda Pop donated for the event earn one share hour per donation, up to a maximum of 2 hours.

## **Golf Tournament**

Held in June at O'Malley on the Green. Participation in the golf tournament does not count as share hours. Since this is a summer activity, share hours can be counted for the current school year or applied to the fall.

- Chair- This position earns share hours on an hour-by-hour basis.
- Co-chair- This position earns share hours on an hour-by-hour basis.
- Volunteers- Opportunities for planning, set up and clean up.

## **Miscellaneous Fundraisers**

- Campbell Soup Labels  
Coordinator and volunteers- all share hours earned on an hour-by-hour basis.
- General Mills Box Tops  
Coordinator and volunteers- all share hours earned on an hour-by-hour basis.
- SEAS Closet and Clothing Sales  
Coordinator and volunteers- all share hours earned on an hour-by-hour basis.

- Book Fair  
Coordinator and volunteers- all share hours earned on an hour-by-hour basis.
- Escript-  
Coordinator - all share hours earned on an hour by hour basis.
- Bedding Plant Sales-  
Coordinator - all share hours earned on an hour by hour basis.
- Northern Lights Coupon Books-  
Coordinator - all share hours earned on an hour by hour basis.

## **Non-Fundraising Activities**

Parental participation in the administration and governance of the school and PVO are vital to the success of the school. Parents are encouraged to take an active part in the School Board and PVO. Participation at any Board or Board committee meeting earns share hours on an hour-for-hour basis.

### **School Board Members**

Nine members with a maximum of 7 parents. Each position is **AUTOEARN**.

### **PVO Officers**

Each position is **AUTOEARN**. The PVO Officers shall be selected, by a discernment process by the SEAS School Principal and the SEAS Parish Pastor, with the concurrence of the SEAS School Board.

- **President**- Responsible for participating in all School Board meetings, presiding over PVO meetings, member of the share hour committee, and other duties as needed. Term 1 year.
- **Vice President**- Assists the President and attends monthly PVO meetings. Is responsible monitoring and reporting on the share hour book. Term 1 year.
- **Secretary**- Assists the president and takes minutes at the monthly PVO meeting, types and distributes the minutes to the PVO. Term 1 year.

### **PVO Committees**

Chairs and members for various PVO activities throughout the year.

### **Share Hour Committee**

Two PVO members (one a PVO officer and the other a parent member) to administer the Share Hour Agreement.

### **Meetings**

Attendance at PVO meetings, School Board Meetings, Committee Meetings, and Auction planning meetings qualify for share hours on an hour-by-hour basis. Only one family member per meeting may earn share hours for meeting attendance.

### **Home Room Parents**

Two Room Parent positions for each classroom are **AUTOEARN**. Room parents may be asked to assist with the following:

- Organize a class phone tree calling program. Organize two class service projects annually. Coordinate class lunches. Support the monthly staff lunches. Communicate with parents on PVO, School and Other Classroom activities. Attend PVO Meetings, Board Meetings, etc. Coordinate parent volunteers for teachers, PVO, and other school activities.
- Organize Halloween Party for grades 1-4, Coordinate volunteers for the Carnival Booth, Assist the Raffle Chair with handing out and collecting sold raffle tickets, coordinating the class Auction Project, coordinating the class Auction Basket, and other duties as requested by the Teacher.

### **Staff Appreciation Week**

This week long event is coordinated along with the Staff Appreciation Dinner to express our appreciation to the school and St. Elizabeth Ann Seton Parish (the "Parish") staff for their commitment to the school. The Chair and volunteers earn share hours on an hour-by-hour basis.

- Chair- This position earns share hours on an hour-by-hour basis.
- Volunteers- Opportunities for planning and providing miscellaneous acts of appreciation throughout the week. Share hours earned on an hour-by-hour basis.
- Baked goods or home cooked foods donated for the event earn one share hour per donation, up to a maximum of 1 hour.

### **Staff Appreciation Dinner**

This annual event is coordinated along with Staff Appreciation Week to express our appreciation to the school and St. Elizabeth Ann Seton Parish (the "Parish") staff for their commitment to the school. The Chair and volunteers earn share hours on an hour-by-hour basis.

### **Staff Appreciation Monthly Lunches**

Monthly event to express our appreciation to School and Parish staff members for their commitment to the School. Chair and Co-Chair share hours on an hour-by-hour basis. Volunteer opportunities available for planning, set-up, serving, and clean-up volunteers. Share hours earned on an hour-by-hour basis.

### **Catholic Schools Week**

This week long event is coordinated with Lumen Christi Jr. Sr. High School. It is a time to celebrate the enduring value of Catholic Education. The week consists of completing community service projects, themed dress up days, and mass.

- Chair- This position earns share hours on an hour-by-hour basis.
- Co-Chair - This position earns share hours on a an hour-by-hour basis.
- Volunteers- Opportunities for planning and preparing for the events through-out the week. Share hours earned on an hour-by-hour basis.
- Baked goods, home cooked foods, and/or purchased items donated for the event earn one share hour per donation, up to a maximum of 1 hour.

### **Spanish Luncheon**

Annual school-wide hot lunch for staff and students coordinated with the Spanish Program. Chair and Co-Chair share hours on an hour-by-hour basis. Volunteer opportunities available for planning, set-up, serving, and clean-up volunteers. Share hours earned on an hour-by-hour basis.

### **Class Hot Lunches**

Breakfast or lunch programs coordinated by class volunteers for the students in a particular class. Volunteer opportunities for coordination, planning, set-up, serving, and clean-up volunteers. Share hours earned on an hour-by-hour basis.

## **Year Book**

Production of annual Year Book for students and staff.

- Chair- This position is **AUTOEARN** and is a year-long commitment.
- Co-Chairs- Assist the Chair and train to take over as Chair. This position earns share hours on an hour-by-hour basis.
- Volunteer- Opportunities for planning, taking pictures, and layout. Share hours earned on an hour-by-hour basis.

## **Community Outreach Coordinator**

This is an important part of our Catholic stewardship. This volunteer coordinates programs throughout the year to benefit the community. This includes coordination of donations for food baskets at Thanksgiving and organizing programs to benefit non-profit organizations such as the Angel Tree at Christmas time. This position earns share hours on an hour-by-hour basis.

## **Childcare**

Provide childcare for other PVO parents who are volunteering on a fund raising event. The child care must take place at the school or in the church during school hours. One share hour is earned per hour of childcare regardless of number of children.

## **Non-qualifying Activities**

Listed below are some of the activities that do not qualify as share hours. This is not a comprehensive list, it is only used as an illustration of the types of activities that do not qualify.

- Donations of any kind, including but not limited to: money or items to the auction, items for the garage sale, items for the classroom basket or auction project, items or baked goods for class lunches or to raise money for class projects or field trips
- Attendance at the auction or any other school function, activity, or fundraising event
- Assist at events purchased at the auction and awarded to a class (sleepover)
- Innisbrook sales
- Raffle ticket sales (other than stated under Annual SEAS Auction heading)
- Cub and Boy Scouts
- Daisies, Brownies, and Girl Scouts
- Knights of Columbus
- After School Ski Program and other extra curricular activities
- Parish volunteer or stewardship programs
- Parish related activities or youth activities
- Other miscellaneous youth activities that are not sponsored by the PVO or directly sponsored by the school
- Activities performed by students (all activities must be performed by a parent and/or guardian)
- Activities performed by older siblings (all activities must be performed by a parent and/or guardian)

**Committee work is fun and great way to make new friends! Volunteer today.**