

Service Hours

Description

The key to any successful school is the effort that people put into it, both by staff and families alike. It is for this reason that all OLM families are responsible for completing a required number of Service Hours per year.

All OLM families - 25 Service Hours for the year

Each family will be responsible for fulfilling these hours between May 1, 2011 – April 30, 2012. After April 30th, 2012, any unfulfilled hours will be billed at \$10.00/hour to the family.

Ways to Fulfill your Service Hours

1. Volunteering your time in a way that will benefit OLMS.

Information regarding Service Hour Opportunities is available each week in the *Wednesday Notes*. **Each family is being asked to make an effort to have some part of their service hours be involved with at least one of the major events at the school:**

- OLM Spring Auction
- OLM Christmas Boutique
- OLM Annual Fund Campaign

In addition to these major events there are a numerous other opportunities throughout the school year that allow for the completion of service hours:

2. Actively participating in the OLM Gift Cards Program.

This is an available option, which requires no additional time, just simply buying your weekly groceries!! By purchasing STOP&SHOP, BIG Y and/or Roberts gift cards through the OLM Gift Card program, you can earn an amount of money that you can then use towards “paying down” your Service Hours. (A detailed description of the OLM Gift Card Program is provided within this packet)

3. Pay up front the (\$10/per hour) total value of your families’ required # of Service Hours.

All Pre-K and New families - 10 Service Hours for the year - \$100.00 total value

All K-8 returning families – 25 Service Hours for the year - \$250.00 total value

For Families choosing this option, please sign and submit your *Service Hour Log* with your payment (checks made out to *Our Lady of Mercy School*) to Ann Coric.

For questions regarding Service Hours, please contact: Ann Coric at anncoric@yahoo.com

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Procedure for Recording and Reporting Service Hours

- * Each family is asked to download a copy the *Service Hour Log* off of the Wednesday Notes e-newsletter. Paper copies of the Service Hour Logs will be available in the Main Office.
- * **Your Family's Service Hour Log is THE ONLY PLACE WHERE YOUR SERVICE HOURS ARE TO BE RECORDED.**
- * Each family is responsible for recording a description of the activity and the number of hours spent on their *Service Hour Log* .
- * The *Service Hour Log* should remain at the family's home.
- * **Interim E-mail Reporting** - Three times during the year (November 30th, February 28th and April 30th) the Service Hour Recorder (Ann Coric) will request through the *Wednesday Notes* each family to provide an e-mail update on their number of service hours completed. All e-mail updates on Service Hours should be sent to servicehours@olmschool.com These interim updates will allow Ann to provide statistics to the Administration and H.S.A. as to how families are doing in the progress towards completion of their hours.
- * At any point during the year, if a family has completed their required # of service hours for the year, they may sign the *Service Hour Log* and submit it to Ann Coric. You will then receive a confirmation indicating that your hours have been recorded and are complete for the year.
- * After April 30th, 2012, any unfulfilled hours will be billed at \$10.00/hour to the family.
- * Any questions regarding service hours and/or service hour opportunities please contact Ann Coric at anncoric@yahoo.com