

Cathedral School Service Hour Agreement

As part of our parent service program, Cathedral School requires each family to provide the school with (20) service hours per school year. Families have the option to perform the 20 hours or to be billed the 20 hours at \$15 dollars an hour totaling \$300 for the year. Service hours are time you spend volunteering at or for Cathedral school. You will then log these hours on a "Service Hour Log Sheet" to be turned in to the Main Office.

Service hour log sheets need to be turned into the main office no later than May 1st. On June 1st Cathedral School will bill each family who has not fulfilled this requirement. Families that have met partial obligation will receive a bill for the remainder of the hours at \$15 per hour. After May 1st, each family that has not met its service hour requirement may still work with the school to reach the twenty hour total. This will require a meeting with the principal and a specific plan outlining the things you will do to meet your 20 hours.

- ✓ Family members other than parents are encouraged and welcome to help fulfill the service hours.
- ✓ Cathedral School will frequently provide details of upcoming service opportunities for our families through the Looking Ahead Newsletter and on our website.
- ✓ Each Family will be responsible for logging their own hours on a service hour log sheet provided by the school.
- ✓ Completed service hour log sheets are due in the Cathedral School Main Office by May 1st.
- ✓ Families can choose not to perform the service hour requirement. If this option is elected payment can be added when your tuition payment is due in full.
- ✓ The principal is the administrator of the parent service program. Parents can schedule an appointment if the need arises.

CONTRACT: (please choose one option below and sign and date this form)

I/We agree to provide Cathedral School with twenty (20) service hours this school year. I understand that I/We can choose to pay this off either through monetary means or by providing a record of our 20 hours of service. I/We further understand that Cathedral School will bill me on June 1st of next year for either the full or the partial amount (at \$15.00 per hour) for the hours I/we have not met.

_____ I/We choose to perform the twenty (20) service hours throughout the school year.

_____ I/We choose to pay the full amount of \$300 (non-refundable) in lieu of the service hours. I/We understand that Cathedral School will add this charge to my tuition bill immediately.

FAMILY NAME: _____

Parent/Guardian Signature _____ **Date:** _____

The Scrip Program has implemented a new incentive to help you reduce your tuition. Be sure to read the Scrip Service Hour information included in this folder