

## Volunteer Service Hours

Every K-8 Cathedral School family is required to contribute 25 hours of service each school year. The spirit of this policy is to involve family members in the education and extra-curricular activities of our students. The information below is offered as a reminder of the procedures we follow, as well as clarification of our volunteer opportunities.

### Remember your service hours must be for Cathedral School.

- Volunteer notices will often be posted in the Looking Ahead Newsletter. If you have questions regarding any activity or event, please contact the event coordinator, or the office staff at any time at 715.392.2976.
- A service hour record sheet is provided to each family to help track their service hours. These sheets should be turned in before Christmas break, or by May 31st of the current school year. Once you have reached 25 hours, please send in your service hour record sheet.

### What counts as Service Hours?

- Your attendance at committee meetings **does count** for service hours. This includes the Executive Committee, Marketing Committee, Dinner Auction Committee meetings, and volunteerism at one of our cluster and/or St. Francis Xavier parishes.
  - Boy Scouts, Girls Scouts, benefits, or outside extra -curricular activities **does not** count as service hours to the school.
- Assisting with a fundraising activity **does count**.
  - However, providing labels, purchasing products, or donating items is **not** considered service.
- Generally, the time you spend cooking or baking for a school activity (classroom parties, Welcome Picnic, bake sales, teachers' luncheon, etc.) qualifies as service time. Each donated item may be counted as one service hour.
  - Sending treats for your child's birthday, however, **does not** qualify. Similarly, assisting at lunch time counts, eating lunch with your child **does not**. Signing on as a chaperone for a school field trip counts, meeting up with the class once at their destination **does not**.
- Chaperoning a class field trip does count as service hours.
- **Safe Environment Training is Required for Everyone** that is going to volunteer at the school if you are working with the students. Training is offered online. If you are unsure if you are current with your training you can contact the main office.

**Volunteer hours add up quickly if you involve the whole family.  
Service hours offered by grandparents and other family members are  
accepted, welcomed, and encouraged!**

**\*\*We recognize that COVID-19 may impact some of these opportunities. Please reach out to the school office if you need assistance in how to complete your hours.**

