

Palmer Catholic Academy Service Hour Compliance Policy for all PCA families:

To the Parents and families who support the school in so many ways, Palmer Catholic Academy recognizes your commitment to the success of the students, staff, and school. You are appreciated!

Each family is required to provide **25 service hours** to the school during the 2022-2023 school year. All service hours are to be completed in a single school year unless special accommodations have been arranged with the principal. Service hours performed at your parish that do not include the school **will not** be counted.

The PCA Home School Association has provided a service commitment form so that each family may commit to the traditional option of volunteering 25 hours or the opt-out option. A family may opt-out of all service hour requirements by choosing instead to pay **\$625, which increases to \$750 if not paid before September 1st**. Families choosing to opt-out are still encouraged to assist with at least one of our major fundraisers and support other PCA events.

If a family chooses to volunteer the 25 hours: The 25 hours are performed strictly by the parents, or even grandparents if they obtain a clearance, but not by the students. Service hours must benefit Palmer Catholic Academy and should be performed at school and with the children, or dedicated to planning, implementing, or assisting with our major fundraisers. All families are required to sign-up and work/support at least one of the major fundraisers. It is the family's responsibility for logging off-site service hours directly on the front office "check-in" computer.

Unless otherwise noted below, service hours will be awarded for time worked with the students and/or on campus. Below are some examples:

- Lunch and Recess Duty: 2.5 hours for each duty performed – 2 lunch duty shifts & 2 recess duty shifts required equaling 10 hours.
- Each PCA family is required to complete 1 lunch and 1 recess duty during the first half of the year and also in the second half of the year, regardless of other service earned. The sign up is now open, go to www.pcapvb.org (Parent tab) and click on the "Lunch/Recess Sign-Up" button. Failure to report on the assigned dates or obtain a substitute will be subject to a \$100 fee.
- Field Trips: Hours for time supervising children only. (Time spent in transportation before or after are not eligible). 6 hours maximum
- Putting together a Class Basket for raffle: 4 hours
- Room Parents: 5 hours for their work throughout the year.
- Class Parties: Hours worked at party—setting up, party time, and clean up.
- Mentor Families: 2 hours for the school year
- Major roles in the Home School Association and Lead Roles in our Fundraisers will be recognized by awarding those individuals 15 service hours—noting that with doing the required 2 lunch/2 recess duties, all service hours will be met for that year. **Any exception to this—the HSA President or PCA Principal must approve.**
- To recognize those who contribute to the school's success through monetary & non-monetary donations, such as to Angel Ball auction items—1 service hour per \$100 Value will be earned. **All such donations and service hours require prior approval by the PCA Principal.**

A fine of \$30.00 per hour will be assessed for any unfulfilled service hours. For example, if a family completes 20 service hours during the school year, a fine will be assessed in the amount of \$150.00. (\$30 x 5 short hours = \$150.00).