



## *Family Service Hour Program*

### **Why we have parent service hours**

Parent volunteers are an essential part of the St. Francis Catholic High School community. Volunteers are needed throughout the year for many events, including Admissions, Advancement, Academics, Arts, and Athletic events, as well as administrative tasks. St. Francis offers parents a multitude of opportunities to participate in the life of the school, working alongside faculty, staff, and other committed parents for the good of our students and school.

We are blessed to have many opportunities for parents to volunteer on campus! While family service hours are required, we know that many families contribute more than the basic requirement. Because of such dedication and support, St. Francis is able to provide our Troubies a holistic and enriching education grounded in our pillars of faith, excellence, leadership, and service. Thank you in advance for your service to our Troubies and the St. Francis community.

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### **Minimum Hours**

Each St. Francis family is obligated to fulfill a minimum of 25 hours of service each school year. Single parents who are solely responsible for tuition have these hours cut in half. Parents with two or more students must only complete the 25 hours (not double). Only parents, step-parents, and grandparents are permitted to earn service hours. Any other volunteer requests need to be approved by the Dean of Students, Cynthia Cost. Please contact [ccost@stfrancishs.org](mailto:ccost@stfrancishs.org) or [volunteerhours@stfrancishs.org](mailto:volunteerhours@stfrancishs.org) for requests or further questions.

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### **Active Service Hours. What is active service?**

At least 10 of the required 25 family's service hours must be completed by performing "active service." Hours earned through active service correspond directly with the time spent performing the activity.

Hands-on services that benefit the school, its students (for school-related activities), or that are in support of an activity or event sponsored by the school or one of the school auxiliary groups (e.g. Parents' Guild, Booster Club, Patrons of the Arts, Grandparents' Club, Dads' Club, and Black Parent Group) are considered active service. Hours earned through active service correspond directly with the time spent on the activity.

Time attending board meetings of the above-mentioned groups may be included in hours earned.

(Grandparents may earn hours for their family.)

Many departments across campus including Admissions, Advancement, Academics, Arts, Athletics, Wellness, Guidance, Campus Ministry, etc. will post opportunities to gain active service hours.

Campus clean up activities may receive double hours as indicated in MVP.

Medical personnel for dances and events may receive double hours. Parents providing these volunteer services must carry their own medical malpractice insurance or have “Moonlight” coverage from their employer as SFHS does not have insurance coverage for medical professionals.

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### **Earning parent hours through donations**

15 of the total required hours can be obtained through donations of items needed for a specific event or purpose. A minimum donation value of \$25 is needed to receive 1 hour of credit.

Providing store-bought items (requested through the MVP site), that benefit school events (snack foods, cookies, desserts, wine, beverages, gift cards, etc.) can be counted towards the annual parent service hour obligation. A minimum donation value of \$25 is needed to receive each hour of credit. Only designated items, delivered at requested times, will be counted towards service hour obligations. Due to allergy concerns, compliance with the specific requests for donated food items is necessary. Items not in compliance with requests will not count toward the service requirement and may be returned. Families must use the donation list provided for each specific event to receive parent service hour credits for their donation.

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### **How to find parent service hour opportunities**

Service hour opportunities (both active service and donated items) occur throughout the entire year; these opportunities will be posted on the MVP system. Please check the website regularly for the most current updated information and opportunities. Excess hours do not carry over to the next school year. [See volunteer opportunities here!](#)

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### **Non-Participation Fee**

Failure to serve all hours will result in a mandatory \$1,000 fee due before the end of the school year (dates designated on a yearly basis). This amount cannot be prorated for partial hours completed; therefore, all 25 hours must be performed or earned and reported by the reporting deadline to avoid paying the annual non-participation fee. The \$1,000 non-participation fee is non-refundable. If a student leaves the school, the fee is not prorated or returned.

## **How to get started: Diocesan Requirements for Volunteers**

All volunteers at St. Francis High School are required to comply with the following Diocesan Requirements.

All volunteers must have:

- MVP account under their individual name
- Be fingerprinted with the Sacramento Diocese
- Complete SafeHaven and submit certificate to [volunteerhours@stfrancishs.org](mailto:volunteerhours@stfrancishs.org)
- Drivers/chaperones must meet all current driving requirements (see all details below)

## **How to Sign-Up for an MVP (MyVolunteerPage) account**

MVP is the parent volunteer service arm of St. Francis Catholic High School.

To get started please read the instructions below, and create or log into your account at [MyVolunteerPage.com](http://MyVolunteerPage.com)

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### **STEP 1 – If you don't already have one, Create an Account**

Parents will create an application for an account with their profile information (the application will only be done once during a parents tenure at SFHS). It will include things such as name, address, and contact information.

[Create Application](#)

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### **STEP 2 – Verify Profile Information**

Click on my profile to verify the following has been completed correctly.

- Contact info must be up-to-date.
- Additional info
- Qualifications will be filled in when the administration releases a yes on your clearances
- Change password
- Organizations – School contact information is here
- Goals – How many hours you are required to complete during the school year.

**Once your application is complete you may automatically log into the volunteer site.**

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### **STEP 3 – Parent Log-In**

Log on to [MyVolunteerPage.com](http://MyVolunteerPage.com)

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#### STEP 4 – View Volunteer Opportunities

All current opportunities will be posted to the opportunities page in MVP. Registration for event opportunities or donation does NOT automatically credit your parent hours. You must also enter your volunteer hours or donation credit on the “Hours” tab.

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### **Qualifications**

#### LiveScan/Fingerprinting

Because of California state law and to ensure the safety of our students, St. Francis upholds the Diocesan policy that no adult may participate as a volunteer on campus or working directly with students unless the adult has LiveScan fingerprint clearance through the California District Attorney’s Office on file with the Diocese.

1. Find [locations that provide Live Scan service](#) and print out a [LiveScan Request Form for Fingerprinting](#)
2. If you have already submitted fingerprint clearance to another school in the Sacramento Diocese, you must transfer the clearance to St. Francis by [completing the Request for Fingerprinting and/or Safe Haven Records](#).

#### Safe Haven Training

- Safe Haven is a 3 part video series with 3 short quizzes at the end of each video. The entire training takes about an hour to complete, which includes acknowledgement of our diocesan policies.
- The training must be renewed every 3 years.
- The link for training is: <https://sacramento-schools.cmgconnect.org/>
- Submit a copy of the certificate to [volunteerhours@stfrancishs.org](mailto:volunteerhours@stfrancishs.org)

#### Volunteer Driver Requirements (Only Required if you are chaperoning a SFHS event)

***Submit only if and when requested to do so by SFHS personnel.***

Due to liability concerns, Diocesan policy states that parent volunteer hours may not be earned by driving students to activities.

All volunteer drivers must comply with the requirements listed below:

- Drivers must comply with all volunteer requirements: Fingerprinting, Safe Haven training, MVP Account, and submission of Driver Information Sheet, copy of driver’s license and insurance declaration page (ID card is not sufficient).
- Drivers must be 25 years of age or older.

- Drivers must have a good driving history and must provide St. Francis High School with a copy of a valid, unrestricted driver's license. Drivers may be subject to a Motor Vehicle Records check.
- The vehicle must have a valid and current registration and license plates.
- The vehicle must be insured for \$100,000 per person/\$300,000 per accident limit of liability for bodily injury; \$50,000 for property damage; \$5,000 per person medical; and \$100,000 uninsured motorist insurance.
- The vehicle must be equipped with working seat belts for the driver and every passenger transported. The driver and passenger(s) must use seat belts properly.
- No more than 9 persons, including the driver, may be transported in a private vehicle.
- The driver shall observe all state driving regulations.
- Drivers shall follow route directions, caravan, or other directions issued by the coach, teacher or adult in charge of the group.
- The driver, or a passenger in the vehicle, is encouraged to carry a cell phone and the number of the school in case of an emergency.
- [Volunteer Driver Form](#): Be aware of the check boxes at the bottom of the form. Checking both boxes negates each other, so please only check one of the boxes.

## **How to Use MVP**

### **Participate in a Volunteer Opportunity**

- Click on the OPPORTUNITIES tab
- Click on the available activity (If you can not see the opportunity, it is either because you are not qualified or it has already been filled)
- See the date, start time and end time for each shift of a scheduled activity.
- Per shift: click the + SignUp button beside the desired date.
- Multiple shifts: click the + Signup below the list of shifts.

Shifts that are full or unavailable for signup will be displayed with the word "Full" beside them or may not be visible at all. If you are still interested in being assigned to the activity, you can click the + Add me to the backup list in case you ever need extras.

If you need to be removed from a volunteer opportunity, please email the [Volunteer Committee](#) with the shift and time so they can manually update your profile.

Once complete you will be recorded as scheduled for the event.

When the event is complete, you will then record on the hours tab the actual amount of hours worked. Some opportunities must be logged by the Volunteer Committee. Please send an email if you do not see your hours logged within 7 days of the event.

Exception: Donations must be scheduled AND the information registered on the hours page prior to drop off and will be logged by the Volunteer Committee or staff member coordinating the donation.

### Recording Donation or Volunteer Hours

This tab is used to record all volunteer hours after participating in an event or to register donated items prior to drop off.

- Click on the Hours tab
- Click on the available Donation activity
- Enter date volunteered
- Under feedback:
- Enter what was donated
- What was dollar amount
- Click save

### See Approved or Pending Hours

- Click on the HOURS tab

You will see a listing of approved and pending hours logged in the “Most Recent Entries” section. For hours entries that are less than 24 hours old, you can click the delete button and re-enter them if they have been entered in error.

### View Total Hours Report

- Click on the REPORTS tab
- At the top of the page, you will see your lifetime hours and hours for the current year along with a bar chart showing the total hours logged for you over the last 12 months.
- This information will also be displayed numerically below the chart in the “Hours “section.
- **For an hours and feedback report that shows your hours by role** (position, activity, opportunity) and the totals for any numeric feedback you provided along the way,
  - click the view report button in the hours and feedback section.
- For a **detailed hours report that will show each shift** you volunteered, with the date and the number of hours involved,
  - click the view report button in the detailed hours report.

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The Volunteer Committee is made up of a group of staff and faculty members who work together to ensure a smooth and successful program. All questions or concerns may be directed to the [volunteerhours@stfrancishs.org](mailto:volunteerhours@stfrancishs.org) email address. The St. Francis High School community couldn't exist without the generosity and support of our true MVP's; the parents of our Troubies!

Thank you!