

In Service to Our School Community....PTO Service Hours

(What counts, what doesn't and how much?)

CLASS PARTIES

If you are PLANNING the class party, you may count a maximum of 2 PTO hours (no more than 4 hours per year). If you are parent-helper for a class party, you may count a maximum of 1 PTO hour (not more than 2 hours per year).

GUEST READERS

Guest readers for a class do not receive any service hours as this is not considered a service activity, but rather a lovely opportunity to visit your child's class.

OKTOBERFEST SERVICE:

All families are asked to complete a minimum of 8 service hours at Oktoberfest. Because this is a major event requiring hundreds of volunteers, all hours volunteered at Oktoberfest will be counted towards your PTO service hours.

COACHING HOURS:

Families that choose to coach an athletic team can count a MAXIMUM of 12 hours per season toward their volunteer requirement.

FOOD DONATIONS:

Food donations are LIMITED TO 2 HOURS (1 HOUR = 1 REQUESTED FOOD ITEM) per family per school year.

FIELD TRIP CHAPERONE:

An official/Virtus-trained chaperone for a field trip is credited ONE volunteer hour PER FIELD TRIP. No more than 4 hours TOTAL can be attributed to chaperoning field trips in a school year.

FIELD TRIP DRIVERS:

If you drive the bus for a field trip, the hours spent driving to and from the destination may be counted, and there is no maximum to the hours counted for driving the bus.

REPORTING SERVICE HOURS:

All volunteer hours should be logged in The [Family Portal](#) in FACTS within 30 days (1 month) of when the service hours were earned. All hours for the school year must be reported no later than June 15th to avoid an assessment for any unreported hours.

ASSESSING UNFULFILLED SERVICE HOURS:

Any unearned hours at the end of the school year will be assessed a \$34 per hour fee to be billed to your FACTS account. Please keep in mind that we don't want to assess anyone for unfilled hours - we need your help. Out of justice for those who fulfill their service hours, as well as those who buy out of their hours, we must charge for any unfulfilled hours. If extenuating circumstances should arise throughout the year, please contact Principal Cruess.