

PARENT SERVICE PROGRAM

North Hollywood Christian Academy

WHY A PARENT SERVICE PROGRAM?

- The environment and community of NHCA supported through the service and support of our parent community.
- Parents have the opportunity to meet each other and build community.
- NHCA gains access to talents and abilities that parents provide.

WHAT IS THE PARENT SERVICE PROGRAM?

Families are expected to contribute a mandatory minimum of 20 hours each academic year. Hours must be completed and submitted to the school volunteer recorder no later than May 10. Accounts not credited with the required hours by this deadline will be billed at \$10 per hour for unfinished hours.

If a family chooses to pay for the hours and volunteer no time, the yearly fee will be \$200.

Attendance at church services, athletic, social or educational functions do not qualify for credit.

WHO MAY PERFORM THESE MANDATORY SERVICE HOURS?

All hours must be worked *only* by parents, guardians or custodial grandparents. Hours may not be transferred from one school family to another.

WHO KEEPS TRACK OF VOLUNTEER HOURS?

Parents keep track of their own hours on the Parent Volunteer Report Form available in the school office and/or downloadable from the NHCA website. Parents must obtain a signature from principal as proof that they served on the committee or volunteered for an approved service.

Only service hours pre-approved by a school administrator/teacher will be counted towards the 20-hour requirement.

WHAT TYPES OF VOLUNTEER OPPORTUNITIES ARE AVAILABLE?

Serving on the PTF Executive Board (*President, VP, Treasurer, Secretary*) or as an appointed Committee Leader (*Fall Festival Committee Coordinator (oversees all Fall Festival subcommittees), Library Coordinator, Room Parent Coordinator, Talent Night or VIP Committee Leader, Spring Fundraiser Committee Leader*) for the entire school year fulfills your total 20 parent service hours.

Other ongoing opportunities--**tracked per hour:**

- Hot lunch helpers--Monday-Friday 11:00a.m.-12:30 p.m.
- Gate Supervisor-- Monday-Friday 3:15p.m-4:00 p.m.
- Campus Cleaning (e.g., cleaning/sweeping duties)
- PTF Volunteers: Fall Festival, Talent Night, Spring Fundraiser, etc.
- Trunk or Treat Night Volunteer
- Helping with School Musical
- Room Parent Duties
- Fall Festival Booth Duty
- Field Trip Driver
- STP Sports Team Volunteer

Parents can also earn one mandatory hour credit for each PTF Meeting and Fall Festival/Spring Fundraiser Planning Meeting attended.

Parents are encouraged to read the school newsletter and attend PTF meetings regarding volunteer opportunities throughout the year.

Please be advised that volunteer opportunities requesting a small number of volunteers fill quickly.

PAYMENT OF INCOMPLETE HOURS

Any outstanding service hours will be billed (\$10 per hour) mid-May and are due June 1.

Families receiving financial aid will not qualify for continued financial aid if any portion of the service hour's fee or participation policy is not fulfilled.

