

## **OLPH Family Service Plan** **School Year 2018-2019**

### **PURPOSE**

The two purposes of the OLPH Family Service Plan are: first, to help OLPH School by having parent volunteers assist in activities that occur during the school day or are considered school-sponsored enrichment activities and second, to enlist parent volunteers in helping the School to reach its fundraising goals.

### **OVERVIEW**

The OLPH Family Service Plan requires each family to perform 30 hours of service (15 hours per family with a single, disabled, or deployed parent) from a predetermined list of activities. The Principal and HSA Executive Board may approve other activities on a case-by-case basis. The Family Service Plan year begins on June 1, 2018 and ends on May 15, 2019 . Families that fail to complete the required 30 (or 15) hours of service by May 15, 2019 will be required to pay fees as explained below.

### **FAMILY SERVICE PLAN FEE**

Families that are unable to meet the necessary service hours set forth above shall be required to pay \$20 per hour for any hours not performed. Families can mitigate this payment by performing service hours. The maximum that may be charged is \$ 600.00 (30 hours x \$ \$20 per hour).

Likewise, a family with a single, disabled, or deployed parent will be required to pay a \$ fee (15 hours X \$20.00 = \$ 300.00). This fee will also be reduced by \$ 20.00 for every hour of service completed.

Families of students enrolled during the course of the school year are required to perform on a pro-rated basis. For example, should a student start in January, then 15 service hours shall be required by that family in effort not to be charged the fees discussed above.

### **RECORD KEEPING**

It is the **responsibility of each family** to maintain an accurate record of service hours. Each family will maintain their Family Service Record on a later determined recommended Volunteer Program called Track It Forward: (<http://www.trackitforward.com/site/our-lady-perpetual-help-ellicott-city-maryland>).

**Hours should entered into The Track It Forward program /APP within 48 of the service.** Once your family has submitted 30 service hours, you will receive confirmation that your hours are complete. No additional tracking is required.

Prior to April 1<sup>st</sup>, the 2<sup>nd</sup> Vice President will send a notice to all families that have reported fewer than 20 hours of service as of March 31<sup>st</sup>. Families with a single, disabled, or deployed parent will be notified if fewer than 10 hours are reported.

If a family cannot complete the required hours due to extenuating circumstances, a request shall be sent to the Principal or the HSA Executive Board outlining the reason(s). Based on this request the family may be granted a temporary exemption for the “current school year” from completing the required hours.

**SERVICE OPPORTUNITIES**

Family Service Opportunities will be listed on The OLPH Volunteer Center.

**POINTS OF CONTACT**

Questions regarding the Family Service Plan or service volunteer opportunities should be directed to the HSA 2<sup>nd</sup> Vice President at [olph.hsa.2ndvp@gmail.com](mailto:olph.hsa.2ndvp@gmail.com)

**Please sign and return the form below to school no later than September 15:**

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**PRINT Family Name** \_\_\_\_\_

**PRINT Child(s) Name** \_\_\_\_\_ **Grade for 18-19 school year** \_\_\_\_\_  
\_\_\_\_\_ **Grade for 18-19 school year** \_\_\_\_\_

- I have read the OLPH Family Service Plan requirements.
- I understand that I must track my family’s service hours using The OLPH Volunteer Center and that all hours must be entered within 30 days of completion. I understand that no exceptions will be made.
- I understand that my family must complete 30 service hours unless we qualify for a reduction to 15 hours.
- I understand that I will be required to pay \$20.00 for each service hour not completed/credited, up to \$ 600.00 (\$300.00 for reduced requirement).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date