



# OUR LADY OF VICTORY CATHOLIC SCHOOL

*A National Blue Ribbon School of Excellence*



## **Volunteer Hours Frequently Asked Questions**

### **How many hours per year are required?**

Sixteen (16) service hours per family are required and must be completed by the parent or legal guardian, not by the student or siblings (these are separate hours).

### **How can I volunteer?**

The Home & School Association has a choice of many committees to serve on. Chairing a committee or serving as a Homeroom Parent gives you an automatic sixteen hours (needs Principal and board president approval).

### **How do I get credit for my volunteer service hours?**

Submit volunteer hours form to the coordinator of the activity/event you are volunteering on. All families are required to fill out and return the volunteer sign up form. The Archdiocese of Atlanta requires ALL adults who work with children to complete the "Protecting God's Children" program. The schedule and on-line registration for the workshop can be found at [https://www.virtusonline.org/virtus/reg\\_list2.cfm?theOrgID=19153&theme=0](https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=19153&theme=0).

### **Can I submit a payment up front if I know I will not be able to complete my required 16 volunteer hours?**

Yes. A check for \$160(\$10/hour for 16 hours) can be made out to Our Lady of Victory HSA and turned into the front office at any time prior to April 30, 2019.

### **Why are hours due at the end of April and not May?**

In order to tally all hours submitted and distribute invoices before the school year ends in June, office staff needs the month of May to do so. Any hours completed in May will be credited to the following school year.

### **What happens if I do not pay for my uncompleted volunteer hours?**

Your FACTS account will be billed for any uncompleted hours.

### **Do donated items to the school count as volunteer hours?**

You may receive one (1) hour per \$50 worth of donated items when requested for specific events, Carnival, Teacher Appreciation and Hot Chocolate 5k. The ORIGINAL receipt MUST be submitted with the volunteer log to receive full credit. All events will limit the hours received for donations to one (1) hour, because we want families to serve above donating and donation can only count as volunteer hours one per quarter, per family.