

Volunteer Hours of Service Form

CCA BOARD OF DIRECTORS

CALVARY CHRISTIAN ACADEMY

Developing Minds • Building Character • Nurturing Faith

www.calvaryca.com

Purpose

The primary purpose of the *Hours of Service* program is to encourage family participation in all school activities, reduce operational costs through volunteer involvement and to ensure that Academy's committee mandates are met. It will also serve to more equally disperse the effort required to operate the school while promoting a greater sense of community through the increased social interaction of our families.

Rationale

Family involvement and volunteerism is critical to the health of our school. Specifically, the revenue generated from tuition represents just over 60% of our operating expenses. However, volunteerism not only allows us to keep our operating costs down, it also enables you to take an active role in the spiritual, educational, relational, emotional and physical development of your children.

Details

The *Hours of Service* program requires that each family contribute 40 hours of volunteer time in each school year. For families who cannot meet this requirement, in whole or in part, we are offering an opt-out provision at the rate of \$25 per hour of service.

- Families who do not expect to participate in the program are asked to make the opt-out equivalent for the entire school year of \$1000 per family (\$25 per hour for 40 hours) at the start of the school year.
- Families who expect to contribute some, but not all, of their expectation will be responsible for the amount owing at the end of the school year.
- New families who enroll partway through the school year will have a pro-rated expectation that will be based on a reduction of 1 hour per week.
- CCA will issue tax receipts for any and all opt-out monies paid in lieu of your hours of service.

Referral Incentive

Families that successfully refer a new family to the school for enrolment will be credited with their entire volunteering commitment. (Please note that the credit is obtained upon enrolment, not upon referral.)

Eligible Work

Hours of Service may be earned throughout the school year primarily through your direct participation in a committee. However, there are also various fundraisers (school auction, Where's Franktown, etc.), internal activities (librarian, organization, special assistance for students, etc.) and other ways that you can contribute. We would encourage you to use your specific talents and gifts to serve the school. If you are unsure whether a specific task qualifies as eligible volunteer work, please contact the school office. Work that does not qualify includes both the (6 time) interior cleaning obligation and the (6 hour) outside property maintenance requirement.

Specific examples of eligible work include the following:

School Meetings: Annual and General Membership Meetings (credit of 2 hours per meeting per family)

Boards and Committees: Scheduled meetings and Board/committee work

Internal Volunteering: Teacher/student assistance, library support, secretarial/clerical work and support

Field Trips: Assistance, leadership, supervision (maximum credit of 6 hours per family per year)

Maintenance: Assist with Interior and/or exterior school maintenance and improvements

Sports: Coaching, refereeing

Fundraising: Auction, Where's Franktown, Shop and Support, Toilet Paper fundraisers

Promotion: Open houses, special event support, Grandparents' Day, Pastors' Luncheon

Committees and Contacts

Health & Safety: Andrea Monette

Admissions: Rachel Wills

Maintenance: Vanessa Bernicky

Finances: Vanessa Bernicky

Marketing: Tom Bourne

Fundraising: Kevin Atkinson

Prayer: Caroline Dekok

Computer/IT: Kevin Atkinson

Internal: Tom Bourne

