

# Volunteer Hours of Service Form

CCA BOARD OF DIRECTORS

CALVARY CHRISTIAN ACADEMY

*Developing Minds • Building Character •*

*Nurturing Faith*

[www.calvaryca.com](http://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 25 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 \$20 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 \$500 per family (\$20 per hour for 25 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.

## 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 run, etc.), internal activities (librarian, organization, special assistance for students, etc.), gardening help 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 office. The cleaning rotation at the school does not qualify for volunteer hours.



# Volunteer Hours of Service

Family Name:	Date:
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Date	Committee	Details	Time (hrs)

Notes:

- If you are unsure whether a task qualifies as eligible volunteer work, please contact the office.
- Where possible, please identify the name of the committee the work is associated with.
- Please enter time in hours, rounded to nearest quarter-hour increment (e.g. 0.25 hrs, 0.5 hrs, 0.75 hrs).
- Please submit this form to the school office by the first of June each year.

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