



SVdP

Catholic Schools

SVES & SVHS Parent Service Hour FAQs

Contact Information for the 2021-22 school year:

Beehively Coordinators:

SVHS - svhsvolunteer@svhs-pet.org - Nikka Robinson

SVES - volunteer@svelem.org (Role of this coordinator is to approve hours for SVES Only tasks such as Book Fairs, Learning Center, Library Readers, Marathon Club, etc.)

Safe Environment Coordinators:

- SVES Coordinator: Danielle Rynning rynning@svelem.org
- SVHS Coordinator: Lisa Jepsen ljepson@svhs-pet.org

➤ What is my family's volunteer hour obligation?

The volunteer hour commitment year runs from May 1st – April 30th.

The Parent Service Hour Program has been modified for the 2021-22 school year. **Both schools have a minimum requirement of 10 hours in total, 7.5 hours for single parent families.**

- 10 hours: break down as follows: 7.5 Fundraising / 2.5 hours - Volunteer
- For single families: 5 hours Fundraising and 2.5 hours Volunteer

NOTE: If you do not complete the required hours, Diocesan regulations mandate that hours cannot be prorated for partial hours completed, therefore all hours must be performed and reported to avoid paying the Non-Participation Tuition. You will be assessed the full \$250 non participation portion of your tuition.

➤ I have kids at both SVHS & SVES. Do I have to log in both systems?

Yes, there may be times when volunteers will have to log into the two different systems. SVES and SVHS both have their own Beehively systems. The good news is that your username and password are the same for both. Many of the events advertised for volunteers will appear on both the SVES and SVHS Beehively calendar/systems. In this case, volunteers can sign up on either site. However, you will have to log on to each site individually to view events that are not shared between schools. If a parent has students at both schools, but wishes to only do hours at one school to meet their requirement, they can do so.

➤ **Do I have to complete the Safe Environment Training or a TB Test to volunteer?**

Most jobs posted to the Beehively calendars WILL require the following:

- Safe Environment Training
- Fingerprinting
- TB test
- Volunteer Agreement Packet**

****Please Note:** SVES & SVHS have their respective Volunteer Packets available on their websites.

Please note the reasons for these requirements:

1. Ensuring the safety and well-being of the students and youth entrusted to our care. Nothing is more important.
2. Protection of school financial resources (e.g., cash, checks, gift cards); financial instruments or information (e.g., credit card swiping devices, credit card numbers, financial records); goods of significant value (e.g., certain auction items).
3. Creation of a culture of accountability and trust for the common good of our schools and families.

Safe Environment Coordinators for both schools are as follows:

- SVES Coordinator: Danielle Rynning rynning@svelem.org
- SVHS Coordinator: Lisa Jepsen ljepsen@svhs-pet.org

➤ **Can I enter other family member's hours under my name?**

No. Only those responsible for the tuition contract can volunteer at our schools. When logging hours you may add your significant other's hours when you are entering your own. Just make sure to add a note in the comments box that says who did the work. Please remember only hours worked by a student's parents count toward the requirement. Hours for siblings, grandparents or aunts & uncles do not.

➤ **Can I get double hours?**

Unfortunately, volunteers may not receive double hours for their service. Hours for a friend/family member working with you does not constitute double hours. While we love the school spirit and appreciate the extra help, only the hours by the parent will count toward the annual commitment.

➤ **I have a full time job and don't have time to volunteer. Can someone else do the hours for me?**

Unfortunately no. The hours must be completed by those responsible for the tuition contact.

➤ **Where can I volunteer to fulfill my hour commitment?**

Below is a SAMPLE LIST of groups and events that need volunteer help. All jobs are posted in Beehively. Please check Beehively often for updates. Additional events will be added throughout the year.

Volunteer Opportunities

SVES

- ABC Events
- Athletics
- Uniform Store
- Art Docent Program
- Book Fairs
- Learning Center
- Library Readers
- Marathon Club
- Lunch Yard Supervision

SVHS

- Freshman BBQ
- Baccalaureate Dinner
- MAC Sports Awards Dinners
- MAC Boosterwear Sales
- Mustang Kitchen
- Dances
- Open Houses
- Grandparents Day
- Driving for Sporting Events

Combined Items

- Welcome Back Event
- Field Trip Drivers/Chaperones
- Club or Classroom Activities
- Campus Beautification Projects
- Sunday SV Parish Mass help (Sunday School Teachers, Eucharistic Ministers etc... (maximum of 5 hours for each volunteer year)

Fundraising Opportunities

- MAC annual fundraiser
- SVES Jogathon
- SVHS Fashion Show
- Auction Event
- President's Dinner
- SVHS Brick Sales
- Cinco de Mayo Fundraiser Event
- Donated Experiences* (individual dinners or parties, etc. donated for a fundraising events-see below)

➤ **How many hours do I earn being a Board Member or Board Chair (For Example: Board Member or Board Chair)**

- Board of Regents Members: All 25 hours covered
- SVBTO Member/ABC Member/MAC Member - Board Members: Earn automatic 10 volunteer hours (additional hours can be earned for chairing or working at events)

Note: Hours cannot be earned for attending meetings.

➤ **I would like to donate to an event – Do I get hours for donations?**

Volunteers may donate an 'experience' not associated with a business that they own. Examples of donations that receive hours are the following:

- donated dinners (e.g. abalone dinner)
- donated parties (e.g. Moms & Margaritas)
- donated experience (e.g. Yoga Retreat)

In these cases, each family involved in the donated experience will get 5 fundraising total hours for the donated experience. Family members of the donating party will not

receive additional hours for working the experience. Additional parent volunteers who work the experience can receive up to 2 hours.

NOTE: Please log your hours after the experience date. Not the date of donation.

Approval of hours will happen after the experience has occurred.

Donated items, such as wine, gift cards, jewelry, do not qualify for hours. 'In Kind' donation forms are available for donated items on our website.

➤ **How much time do I get for baking or a supply donation?**

There is an allowance of **1 donated item** (baked item, non-baked item, water, fruit, etc.) **per event**. One item = 1/2 hour.

➤ **"Someone" told me that my hours would count if I do this job? How can I get those hours?**

The only jobs that count are those that have been approved by the school administration and are posted in the Beehively system. The schools, school boards and volunteer coordinator work together to ensure jobs are approved and available on Beehively. If you have been asked to do a job that is not listed in Beehively, those hours will not count unless you have had them approved. If someone else tells you your hours count, **DO NOT BELIEVE IT!** Instead reach out to the volunteer coordinator for clarification and we will work with the school to make sure all hours count. We will not give retroactive hours if they were not pre-approved. The goal of the program is for all hours to count. The integrity of the program is paramount. The administration wants to make sure that the system is transparent and all jobs are open to the entire school community.

➤ **When I sign up, there are a number of hours listed for the job. What if I work more or less than those hours?**

Log the number of hours you worked. If they are more or less than the listed hours add a note in the comments box provided. Make sure to notate it on the log sheets at the event as well.

➤ **When do I log my hours?**

Log your hours after you have completed your work. In the case of a single event, you will be able to log your hours the day after the event and will have two weeks to log your hours from that date.

On-going events remain open throughout the year, but in order to quality control the hours done, your hours may be rejected if they are not logged within two weeks of completing the task. Please be responsible about logging your hours in a timely manner.

➤ **Why do I only have two weeks to log hours for an event?**

You have two weeks to log your hours for any event. There are several reasons why:

- Volunteers log their hours more faithfully and more accurately when given a deadline. Our goal is for all of your hours to count.
- It ensures better quality control within the system. Volunteer Coordinator works with event chairs to ensure that hours have been logged accurately.
- It would be cumbersome for coordinators, event chairs and parents to have events open-ended. Many people would wait to log all of their hours until the end of the school year making approving the hours virtually impossible.
- The administration needs to make sure that the hours are tracked accurately for the year-end reports.

➤ **I forgot to log my hours, now what?**

If you do not log your hours after the two-week timeframe for a single event, hours cannot be logged. Do not log hours into another category as they will be rejected. Reach out to the volunteer coordinator and/or event chair. We will do our best to work with you to get your hours logged. NOTE: It is time-consuming on everyone's part to do this, so do your best to log within the timeframes given. If you do not log your hours by April 30th, no end-of-year adjustments can be made. May 1st the system resets to the next volunteer commitment year. Assessments will be calculated based on your totals in the system as of April 30th.

➤ **I've signed up for an event, but now I can't work. What should I do?**

If you find you cannot do the job within a week of the event, please go into Beehively and withdraw from the job. All jobs you are signed up to work will be listed in the My Info/Sign up for Events menu.

- If you find you cannot do the job less than a week before the event, **you need to contact the event chair to let them know and if possible help them find a replacement.**

➤ **Will I be sent a reminder from Beehively when I sign up for an event?**

Yes, Beehively will send you a reminder the day before your event/job to remind you that you are working. Most likely, the event chair will also reach out to you prior to the event to confirm your attendance and explain any necessary details. If you are not contacted, **you are still responsible for the job.** Make sure to use the handy iCal button next to Sign Up by the task. It will automatically put it on your iCalendar.

➤ **I worked 3 different jobs at an event. How many hours do I log?**

The hours listed would give me 10 hours total, but the event was only 4 hours long. Do I

get 10 hours? No, you do not get 10 hours. If you work multiple jobs during an event, you can only log the number of hours you worked at the event. For example, if the event went from 10 AM – 2 PM, you can only log a total of 4 hours no matter how many jobs you did at the event. However, if you worked set-up prior to the event or cleanup after the event, you can add those hours to your total.

➤ **When I log hours, will I see them right away?**

No. Your hours will go into the approval queue where they will be reviewed and either approved or rejected. Do not continue to log the same hours thinking this will get them approved faster. You will receive an email indicating that your hours have been approved and/or rejected. If your hours are rejected, you can reach out to the following

Volunteer Coordinators:

SVHS - svhsvolunteer@svhs-pet.org

SVES - volunteer@svelem.org

Check your email first, we may have sent you an email requesting information or clarity about the logged hours. Keep in mind that it can take a little time to approve hours. We have to wait for log sheets from the individual events.

Common reasons Hours are rejected:

- You have logged hours multiple times.
- You have not signed in at an event. In this case, the Volunteer Coordinator will first work with the event chairs to confirm your attendance before rejecting your hours, but keep in mind that this will take time.
- You logged your hours incorrectly. In this case, you should receive an email indicating the correction necessary to make your hours count.
- You logged hours for a job that was not a specified/approved job by the school administration.

➤ **How do I check my hours to make sure I am on track to meet my commitment?**

You can check your total hours anytime. It is easiest for you to check this. If you feel it is incorrect, double check on this list the categories you have submitted hours for.

1. Click on MY INFO

2. Select SUBMIT VOLUNTEERED HOURS in either location.

3. Scroll to the bottom of the screen. To check your totals broken out by category as well as your GRAND TOTAL.

➤ **When I sign up for an event, do I add my contact information in this box?**

No. When you sign up, make sure to leave the text box blank UNLESS you are signing someone else up, e.g. your significant other. If you put your name or other notes in that box, the system thinks another person has signed up and reduces the spots available for volunteers.

If you want to sign up your significant other, uncheck the box that says “SIGN ME UP” and type the significant other name who is working in that text box. Leave this area blank if you are only signing yourself up!

Please reach out to the Volunteer Coordinator with any questions.

SVHS - svhsvolunteer@svhs-pet.org

SVES - volunteer@svelem.org