

First Christian School Hearts In Service (H.I.S) Guidelines

FCS strives to be a leader in academics as well as promote a strong school community by providing extracurricular activities for the students and families of FCS. **Volunteer participation is required to make this happen.** The school policy requires that all families commit to a minimum of 20 hours *per family* of volunteer service each school year. The school administration along with the Parent Faculty Committee (PFC) is committed to providing information on volunteer opportunities and encouraging all parents to serve the school in a way in which they can express their spiritual gifts.

The following are the general categories and samples of volunteer opportunities and the guidelines for volunteering at FCS:

Individual Activities

Providing classroom assistance, yard duty, field trips, participating in school work days or contributing a special skill or talent to support the school, etc.

Participating in PFC Sponsored Events or other Chaired Events

Assisting with the Hot Lunch Program, chairing and/or reporting on an event at monthly PFC meetings, volunteering for any one of the variety of annual events, etc.

- Driving for **field trips** throughout the year or on overnight outdoor education can be counted for **up to 10** of the required 20 hours.
- Students may **NOT** earn hours for parents. Parents or direct family members over the age of 18 must complete the volunteer hours.
- Money spent or tickets purchased for events or while working on projects **cannot** be converted to hours.
- Hours must be submitted **AFTER** the completion of the required 20 hours to receive credit.
- Use this H.I.S. form to record and report hours.
- It is the parent's responsibility to seek out volunteer opportunities by contacting the school administration or PFC.
- Please keep track of your own hours; school administration, teachers, staff or the PFC are not responsible for tracking, recording or turning in your H.I.S. hours. ALL parents (including faculty, administration and PFC) must submit their own H.I.S. forms by the required deadlines listed on this form.
- Parents should retain a copy of the H.I.S. form for their records.
- Volunteer hours cannot be credited for attending or participating in school functions in which your child is involved, such as **attending** parties, concerts, awards ceremonies, etc. unless you were **specifically assigned to work on setup, clean-up, planning or preparation** for the event. The time you spend actually attending the event does not count toward volunteer hours unless you were working the event (eg. Serving food at the Pasta Dinner; pouring wine at the Auction; working a table at Back-to-School Orientation).
- First Christian School Administration makes the final decisions as to what work can be credited toward volunteer hours.