



# BISHOP KELLEY CATHOLIC SCHOOL

## RAIDER HOURS POLICY

### **Background**

The program requires that all families work at fundraising and/or service activities sponsored by the school. Each family is required to complete a pre-set number of hours. The purpose of Raider Hours is to benefit the entire BKCS family by keeping tuition costs as low as possible while also enhancing the education of our children. Family involvement in school activities shows our children by way of example that our faith and school are important to us. Parents and families who are actively involved with their child's school have been shown to develop closer relationships with their children, and have a greater understanding of the schools' goals and policies toward the student. Research has shown that parental involvement fosters a better relationship between families, students and teachers. There are a variety of dates, times, and events available to all families to facilitate completion of their hours obligation regardless of their schedules.

### **Required Number of Hours**

Each family with a student(s) in K-8 will be required to complete 15 Hours.

Preschool families are not required to participate in the program.

**The School Administration and/or Parent Advisory reserves the right to modify these requirements each school year.**

### **Buy out Option**

We strongly encourage each family to fulfill its obligation by completing the required number of hours. However, families that prefer to provide a check in lieu of donating their time may do so by submitting a check in the amount of \$300.00 by May 1 of the school calendar year.

### **Tracking of Hours**

Hours must be completed within the 12 month cycle beginning May 2 and ending April 30 of the following year. Hours earned after May 1 will be applied to the next school year. If the 15 Hours have not been met by May 1, a \$300 fee will be added to the tuition and all rules will apply. Hours earned over and above the families required amount may not be carried forward into the next year. Parents can register for hours through the eligible events with the school administration, PTG or by other means as allowed. Proof of attendance via a sign in sheet or by other means may be required in order to receive credit. Failure to register may result in no credit given for time worked. All credit will be tracked through the Raider Hours program as established by the school administration. Parents are responsible to review their Raider Hours account as provided quarterly to ensure accuracy. They should advise the Raider Hours program with any discrepancies or errors in writing. Extra credits hours will not be carried forward to the next school year.

## **Registering for an Event**

Volunteer opportunities will be provided by the School Administration and PTG. The School Administration and the PTG President (and/or Committee Chair or Co-Chair) will keep track of the credit hours and report the same to the Raider Hours program.

## **Donation of Hours**

A family that exceeds the number of hours needed may not donate hours to another family.

## **Hour Assignment**

Hours will be assigned to function/duties based on their level of responsibility and involvement required, not necessarily the amount of time worked. Assignment of hours will be the responsibility of the Parent Advisory. Hours will be given to events that meet any of the following criteria:

1. The event directly raises funds
  - a. Parent Teacher Guild events for fundraising and social events
2. The event is cost avoidance in nature
  - a. Parent Educational Volunteer: ex Library Aide, Art Docent, Book Fair, Classroom Assistance, Coach, etc.
3. Events at the discretion of Parent Advisory.

Some activities even though they have parent involvement, may not earn hours. Hours will not be given for lunch duty, field trips or class parties as these activities do not meet the eligibility criteria.

Hours will only be earned from the approved list created by the School Administration and/or Parent Advisory.

Participation in activities not listed may not be awarded credit. New functions or activities not listed must be submitted to the School Administration and/or Parent Advisory for approval.

## **Waiver of hours**

Families may request a waiver of hours through school administration. Any family requesting a waiver must indicate in writing the nature of their hardship. These cases will be handled on a case by case basis and will be decided by the school administration and/or Parent Advisory. Families should be aware that in order to qualify as a hardship case there must be a rare and significant event within that school year which impedes your ability to complete your hours. Situations that will not be considered hardship cases: divorced or single parent families, full time employment of parents, or not enough time left in the school year to complete hours.

## **Definition of family**

In order to be as flexible as possible, the definition of family (who can earn hours under your family name) is defined as any family member who is willing to work for you. The family member must be noted as working for your family and meet any volunteer requests as mandated by the School Administration and/or the Archdiocese including but not limited to the ICHAT Background Check and attending a Protecting God's Children Workshop.

## **Conclusion**

Thank you for your participation in Raider Hours. Fundraising benefits every student at Bishop Kelley Catholic School by keeping tuition low while providing superior educational opportunities. Families at BCKS are

benefited not only from their student's achievements but also from the fellowship and community that cultivates lifelong bonds between families who share Catholic values.

### **Opportunities to fulfill your Raider Hours during the school year**

1. Golf Outing
  - a. Chair – 1 person/15 hours
  - b. Co-Chair – 1 person/15 hours
  - c. Assist with food – 3 people/6 hours each
  - d. Hole in One – 2 people/6 hours each
  - e. Extras – 2 people/6 hours each
2. Walk A Thon
  - a. Chair – 1 person/15 hours
  - b. Food Chair – 1 person/15 hours
  - c. T-Shirt Chair – 1 person/6 hours
  - d. Pledge Chair – 1 person/6 hours
  - e. Reward Chair – 1 person/6 hours
  - f. Food Assistance – 6 people/3 hours
  - g. Snack Assistance – 4 people/3 hours
  - h. Crossing Guards – 2 people/3 hours
  - i. Bike Riders – 2 people/3 hours
3. Mega Raffle/Auction
  - a. Chair – 1 person/15 hours
  - b. Donation Chair – 1 person/15 hours
  - c. Food Chair – 1 person/15 hours
  - d. Volunteers at event – 15 people in 3 hour shifts/3 hours each
4. Fish Fry
  - a. Chair – 1 person/15 hours
  - b. Co-Chair – 1 person/15 hours
  - c. Scheduling Chair – 1 person/15 hours
  - d. 45 people per week for 6 weeks - 3 hours per shift
5. Mom2Mom Sale
  - a. Chair - 1 person/15 hours
6. Yearbook
  - a. Chair - 1 person/15 hours
7. Carnival
  - a. Chair – 1 person/15 hours
  - b. 15 people in 3 hour shifts/3 hours
8. Thanksgiving Luncheon
  - a. Chair – 1 person/15 hours
  - b. Setup/Serve/Cleanup - 3 hours
9. Trunk or Treat
  - a. Chair – 1 person/6 hours
10. Donuts with Dad
  - a. Chair – 1 person/6 hours
  - b. Setup/Serve/Cleanup/3 hours

11. Muffins with Mom
  - a. Chair – 1 person/6 hours
  - b. Setup/Serve/Cleanup/3 hours
12. Teacher Appreciation
  - a. Chair – 1 person/6 hours
  - b. 18 parents in 2 hour shift for classrooms/2 hours
13. Special Citizens Day
  - a. Chair - 1 person/6 hours
14. Math/Literacy Night
  - a. Chair - 1 person/6 hours
15. Rosary making
  - a. Chair – 1 person/6 hours
16. Gingerbread House
  - a. Chair – 1 person/6 hours
17. Coaching
  - a. Coach and Assistant Coach – 15 hours each
18. PTG President/15 hours
19. PTG Vice President/15 hours
20. PTG Secretary/15 hours
21. PTG Treasurer/15 hours
22. Box Tops
  - a. Chair – 1 person/15 hours
23. Scrip
  - a. Chair – 1 person/15 hours
24. Library – 1 hour per time
25. Teacher helper (not including parties) – 1 hour per time
26. Book Fair – 2 events per year/ 1 hour per time
27. Kindergarten Graduation
  - a. Chair – 1 person/6 hours
28. 8<sup>th</sup> Grade Graduation
  - a. Chair – 1 person/6 hours
  - b. Assistants – 4 people/3 hours

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I have received the BKCS Raider Hours Policy for the 2019/2020 School Year.

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Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature