



Parent Volunteer

POLICIES AND GUIDELINES

Revised September 2, 2026

School Administration and Leadership, in consultation with Parent Club Board, and
School Commission



PARENT VOLUNTEER

Family involvement in community building, fundraising, and volunteering supports the school's mission and thriving community. Volunteerism reflects parent partnership and dedication to enhancing the St. Catherine School community culture and educational experience. The following is an outline of the Parent Volunteer Commitment agreed upon at time of enrollment.

REQUIREMENTS

- Each two-parent family is required to give a **minimum of 40 volunteer hours** each year or 20 volunteer hours for single-parent households. **5 of the required hours must go toward Auction volunteering.** Hours must be completed by a parent, guardian, or grandparent.
- Volunteer opportunities and reporting will be completed using the St. Catherine School volunteer management system, MobileServe. A guide for setting up an account is available on the STC website.
- Volunteer reporting follows the school calendar, covering July 1st through June 30th of the following calendar year.
- Volunteer Hour Buyout: **\$40 per unfulfilled hour** will be invoiced May 14, 2027. Hours delivered between the invoice date and June 30 should be estimated and reported before the invoice date via MobileServe.
- Please count each opportunity only once: service is credited for time given *or* money spent – not both. For example: either \$40 in chili ingredients or 1.5 hours of cooking time.

VOLUNTEER OPPORTUNITIES

Any adult volunteer service or needs that are performed for the school, St. Catherine parish, Parent Club, teachers and/or classroom qualifies as reportable volunteer time. Areas include, but are not limited to:

- Various tasks for a teacher/classroom or school administration
- Chaperoning field trips
- Volunteers for events (Auction, Back to School BBQ, Harvest Festival, Jog-A-Thon, etc.)
- Enrichment programs, CYO sports, and activities (coaching, Speech Club, ski bus)
- Chaperoning middle school dances
- School committees, commissions, or boards (such as School Commission, Finance Committee, Safety Committee)



VOLUNTEER EXCLUSIONS

Parent engagement creates a safe and nurturing atmosphere, while promoting self-esteem and confidence in your child(ren). Here are examples of what does not count:

- Watching your child in a performance or sporting event
- Attending a field trip without being designated as an official chaperone or driver
- Attending Curriculum Night or Parent Teacher Conferences
- Attending sacramental prep or faith formation classes
- Programs or activities not part of the school community (Boy Scouts, Girl Scouts, Club or select athletic teams, etc.)
- Commute time to get to/from school or to volunteer service
- Time to fulfill commitments (family auction procurement, shopping for supplies)

STUDENT VOLUNTEER POLICY

Enrolled students do not earn volunteer credit towards Parent Volunteer Commitment. Service is part of the St. Catherine School student expectations and is part of the curriculum. Volunteer service is considered a student leadership opportunity and/or student enrichment.

VOLUNTEER POLICY

Amendments may be made at the discretion of the Principal. For questions, contact kcox@stcatherineschool.net.