



Need Volunteer Hours?

Parent Volunteer Hours are due each February.
Don't wait until the last minute to earn them.
Help is needed in the following areas & more!

Contact Jackie at Jackie.albin@hfsj.org.

- Open House
- Grandparent's Day
- Golf Tournament
- Christmas Boutique
- Welcome Picnic
- Festival
- Jog-a-Thon
- And More!

MANDATORY SERVICE HOURS INFORMATION

Families at Holy Family School are required to complete a minimum of 40 work hours each year; single parents are required to complete 20 work hours. Research shows that students whose parents are involved at their school perform better and volunteer work helps keep tuition down! Please keep track of all of your volunteer work hours, since re-registration of your student for the 2011-12 school year will be dependent upon completion of your hours. It is the parent's responsibility to locate volunteer opportunities and not the volunteer coordinator. Opportunities will be listed as they arise by the volunteer coordinator on the "volunteer opportunities" link on the School web site. The web site address is <http://www.hfsj.org>.

Specific **volunteer activities** for Holy Family School and Parish will count toward the mandatory volunteer work hour requirement. These approved and revised volunteer activities are listed on the Parent Volunteer form. Any **ministry activity** at Holy Family does not count toward the requirement. **Volunteer activity is defined as the act or practice of voluntary help at a certain time for a specific task. The key words are help at a certain task. Ministry activity is defined as a lifestyle in service to the reign of God. The key words are service to the reign of God.** Another way of looking at this is that volunteer activity shares in the workload of the parish and school, whereas ministry activity makes present the saving work of Jesus Christ.

Approved School Volunteer Opportunities are listed on the **Parent Volunteer Opportunity Form** included in this mailing. Parish and school volunteer activity examples include: Teacher's Aide, office work, outreach effort, fund-raising, field trip driver, retreat work, school and parish boards, parish festival work, scout leader, nursery, etc. Examples of activities that **do not** count toward the mandatory requirement include: **attending** Bible study or Faith Sharing Groups, **attending** Festival or other fund-raisers such as Golf Tournament or Enchanted Evening, **attending** school events as a guest, liturgical ministering, purchase of Scrip, etc. Contact the volunteer coordinator if you question whether an activity will be allowed for volunteer hours. Immediate family members who are not attending the school and are over the age of 14 may work toward completing the required work hours.

Each family is responsible for recording their own volunteer hours. A tally sheet is available for this purpose, and needs to be returned to the school office by March 17th. The time frame for service hours is from March 16th of one school year to March 15th of the following school year. **Failure to meet your service hour requirement will jeopardize your child's registration for the following year.**

Volunteer opportunities: listed on the "Help Wanted" section of the web site.

Questions? Contact Jackie Albin at jackie.albin@hfsj.org

Parent Volunteer Sign- up Form

Below please find the list of approved volunteer opportunities to support Holy Family School for the upcoming school year. Parents are responsible for pursuing and completing volunteer opportunities that are available both at the school and also at the parish. Parents are required to complete 40 hours of volunteer service or 20 hours for single parent household as part of their community commitment to Holy Family School. Mandatory Volunteer hours are recorded by the parent on the Mandatory Volunteer form found online and in the school office and turned in on March 17th. **Failure to complete your required volunteer hours may jeopardize your child's chance for re-registration or financial aid and parish rate for the following school year.** Volunteer opportunities are updated and posted on the "Volunteer Opportunity" page of the school web site. It is located under login, then parent, then volunteers. There are also drive thru signs posted throughout the school year when opportunities become available.

Please note classroom volunteers are recruited at Back to School Night. Those volunteer positions include field trip coordinator, classroom helper, at home projects, library and computer aid to name just a few. Please contact your teacher at Back to School Night to volunteer for all classroom related positions. Many parents earn hours working for the Holy Family Festival in mid September. Sign ups can be found online by clicking on the Holy Family Parish icon located on the top left hand side of our school's web site front page. Our school's web site address is www.hfsj.org. Our login is *hfecparent*. Password is *hfec*. If you have any questions you may contact the Volunteer Coordinator Jackie Albin at Jackie.Albin@hfsj.org

Please review the opportunities and check the ones that interest you so the school may have a database of volunteers for events as they arise. Return your completed sheet back to the school office. Thank you for volunteering your time and helping with your child's educational experience.

Sincerely, Mrs. Jackie Albin, Volunteer Coordinator

___ Art Vista: Expose students to famous artists and creative hands on monthly basis in their classroom.

___ Athletics: Organize, direct, coach or be a team parent of a Holy Family sports team

___ Annual School/Parish Community picnic .Help with set up, BBQ the food, serve, cleanup and planning.

___ Baking: bake treats at home for special events at the school or parish

___ Blanket knitting /Crocheting: Parish Blanket Ministry for the sick and elderly.

___ Scholastic Book fair: help set up and sell merchandise at the annual Book sale.

___Buddy Family for incoming students and family: Volunteers needed to welcome and advise and answer new parent families. Earn hours helping new families feel welcomed.

___Class Contact Person for Enchanted Evening: A volunteer is needed from each class to contact the families from that class regarding class auction items and to relay important information regarding this event.

___Class Contact Person for the Fashion Show: A volunteer is needed from each class to contact the families from that class regarding important information regarding this event.

___Coffee & Donuts (school): Volunteers needed to help set up and serve in the morning during the school year. TBD

___Coffee & Donuts (parish): Volunteers needed to set up and sell after Sunday morning masses.

___Caring Core Class Representative: Volunteers are needed to recruit classroom families in your child's class to make meals and deliver to families experiencing illness, birth or death. Kerrie Lyons is director of this School Ministry.

___Community Care Day: Monthly upkeep of school grounds and school buildings. The whole family is invited to participate at this Saturday morning event. Students must be accompanied by an adult. Aug, Sept, Oct, Nov, Jan, March, April. TBD

___Enchanted Evening Fundraiser: Volunteers needed to work during the school year for our biggest fundraiser. Positions include procuring auction items, set up and working during the event, planning committee and other auction positions during the event. Our Advancement Director, Nancy Meander oversees the event. A chairperson volunteer to direct the event is needed. Beginning of April

___Faith Formation: Volunteers needed to support faith formation classes at Holy Family Parish. Many age groups are available from Children's Liturgy of the word, Generations of Faith, Restored Order, Young Adult Group and RCIA.

___Father / Daughter Dance: Volunteers needed to help organize, coordinate, set up and clean up. TBD

___Festival/Holy Family Parish: Volunteers needed to work at various game and food booths and to help coordinate Booths. Earn volunteer hours while have fun! Sept .

___Food Drive for Loaves and Fishes Family Kitchen: Volunteers needed to help move barrels from classrooms. Mid -November

___Graduation Reception: Volunteers needed to help set up and serve refreshments at the 8th grade graduation. June.

___Grandparents Day: Volunteers needed to bake Cookies and muffins for the morning reception. Also need help setting up and clean up. Nov

___Golf Tournament: Volunteers needed to help organize and work the day of the event. People are needed to procure auction items for our yearly event. Oct

___Holiday Boutique: Volunteers needed to set up the Holiday decorations and display tables, work in the kitchen during this weekend event. Proceeds go towards the Holy Family Scholarship Fund. Nov

___Jog-a-Thon: Volunteers needed during the event to staff various stations such as lap counting, first aid, and t-shirt sorting and food/water distribution. May

___Linen cleaning: Volunteers needed to pick up church linens at the church and wash them at your home.

___Lunch Distributor: Help distribute hot and cold lunches to students from 12am-1pm at the school community center. Every day except Wednesday.

___Mailings (school): Assist with stuffing, labeling and sorting school mailings.

___Mailings (parish): Assist with stuffing, labeling and sorting for parish mailings.

___Mother /Son Game Night: Volunteers needed to help set up, coordinate, set up and clean up.TBD

___Organizing Pew Envelopes: Volunteers needed to put out collection envelopes in the church pews.

___Parent Teacher Group (PTG): Volunteers needed to serve on this parent board. Many positions are available to help with Fundraising for the school and social events. This is a two year commitment.

___Photographer for the class: Taking pictures of class activities for the yearbook and Enchanted Evening Fundraiser Video Presentation.

___Room Parent: One parent volunteer is needed for each classroom to help coordinate classroom events. This includes collecting party fees, coordinating classroom events, coordinating the class Enchanted Evening Project and helping the teacher with any other classroom needs as they arise during the school year.

___School Advisory Committee: Volunteers needed to serve on Holy Family School's Advisory Committee. The board addresses financial and long term planning. This is a three year commitment.

___Scrip: Volunteers needed to help sell Scrip. Selling can be before Sunday masses and before and after school.

___Sees Candy Fundraiser (Christmas): Volunteers needed to sort classroom Christmas orders. .

___Sees Candy Fundraiser (Easter): Volunteers needed to sell Easter candy on the blacktop.

___Turkey Drive for Loaves and Fishes Family Kitchen: Volunteers needed to assist with the collection of frozen turkeys from the drive thru line. Mid November

___Uniform Exchange: Help sell gently used uniforms at School recess times. Volunteers needed to set up tables, sort and sell uniforms, tear down. Dates TBD.

___Vacation Bible Camp: Volunteers are needed to be group leaders at Holy Family Parish VBC. This event is usually held for one week in the beginning of Aug.

Please Print clearly and return to: Jackie Albin, School Office.

Parent Name(s): _____

Email(s): _____

Phone number(s): _____

Student's Name(s): _____

Classroom Teacher(s): _____

Volunteer Fingerprint Policy:

All volunteers who work with students at Holy Family School are required to be fingerprinted with the Santa Clara County Sheriff's Department. If you have been fingerprinted in the past for another agency you must still complete the process for Holy Family School. This diocesan mandated policy is for the safety of our students. Parents who have been fingerprinted through the school last year do not need to be re-fingerprinted. Please contact the school office at (408) 978 1355 or email leslie.bejar@hfsj.org or connie.schneider@hfsj.org to make an appointment.