



**HOLY TRINITY CATHOLIC SCHOOL  
SERVICE HOURS INITIATIVE  
2009-2010**

3750 William D. Tate  
Grapevine, TX 76051  
817.421.8000  
817.421.4468 (fax)

**SERVICE HOURS GUIDELINES**  
Holy Trinity Catholic School (“HTCS”)  
2009-2010

**THE REASONS**

The benefits of total family involvement in our community are real. Parents (and grandparents, etc.) working on behalf of the school help to strengthen and increase our spiritual and scholastic environment. National studies also indicate that students perform at higher levels when parents are actively involved in their children’s school. Additionally, service hours contributed at HTCS help to provide an economic bridge between tasks necessary to operate our school and the ever increasing demands on our budget.

**THE REQUIREMENTS**

Beginning this school year each family is being asked to provide a minimum of 25 recorded service hours per year. The Service Hour calendar began in August and ends on April 30<sup>th</sup>. Service hours performed after April 30<sup>th</sup> will be credited toward the next school year.

**WHAT QUALIFIES AS SERVICE AT HOLY TRINITY CATHOLIC SCHOOL?**

- Almost all efforts directed toward assisting our school are acknowledged. Service hours may be counted for volunteer hours in any of the many activities sponsored by Holy Trinity or our Home and School Association (“H.S.A.”) which are summarized in this packet titled “Service Hours Opportunities.” Please keep in mind that every effort will be made to assist single parents, working parents, and parents of infants who may require “take home” work. Please let those committees in which you are interested know if you need assignments that can be completed at home.
- Additionally one service hour may be earned for every \$10.00 spent toward a school donation or purchase (hospitality, class parties, event supplies, etc.) Please note that donations may qualify for service hours **OR** a tax-deductible donation. You cannot receive service hours for donations that produce a tax-deductible donation letter from the school. Furthermore, service hours **cannot** be given for events that are not school sanctioned **or** for private purchases at fundraisers (i.e. – money spent for your family’s benefit such as chocolate bars or auction items.)

**RECORDING SERVICE HOURS**

Families are responsible for keeping a record of their service hours and documenting them in the “SERVICE HOURS NOTEBOOK” which is kept with the front desk receptionist.

- There is a designated page for each family at Holy Trinity
- There are no “automatic 25 hours” given – all hours must be recorded
- Please round your time up or down to the nearest ¼ hour
- If you reach 25 hours before the end of the year – don’t stop recording! (It is important for us to know how many hours are logged for the various fundraising events / committees.)
- A copy of the Service Hour Summary form is available on Edline. Forms can be completed and emailed to the school office at [school@holytcs.org](mailto:school@holytcs.org).

## **EXAMPLE OF HOW TO RECORD HOURS IN “SERVICE HOUR NOTEBOOK”**

### **THE ABC FAMILY**

<b>DATE</b>	<b>ACTIVITY</b>	<b>TIME / \$\$ SPENT</b>
August 20 <sup>th</sup>	Set up chairs for H.S.A.	2 hours
September 3 <sup>rd</sup>	Help in library	2.5 hours
September 10 <sup>th</sup>	Lunchroom Monitor	1.5 hours
October 25 <sup>th</sup>	Hospitality Committee / Purchased Food	\$60.00 = 3 hours

ABC Family's recorded Hours to Date: 10 Hours

Each family is responsible for stopping by the receptionist desk to record their hours within 30 days of completing each volunteer activity. Please fill out the Service Hours Summary form available online under the Parent's Corner-Forms and Flyers and also on Edline.

An update of recorded\* service hours will be sent home to each family in your child's quarterly report card. ("Please note that we cannot report on any hours not recorded in the notebook!")

### **OTHER NOTES...**

- All individuals who are in direct contact with children will require a criminal background check as well as completion of the "Keeping Children Safe" training required by the Diocese. Training dates and locations are listed on the Diocese website, [www.fwdioc.org](http://www.fwdioc.org). Also please note that the required training hours are to be included as part of your 25 service hours so be sure to record them!
- There are usually some additional opportunities for service hours given by the individual teachers (i.e. take home work, field trips, reading buddies, etc.). Your child's teacher will solicit help for these opportunities.
- Many committees offer flexible "take home" work for single parents, working parents, etc. Please let your committees of interest know if you need assignments which can be completed at home.

# SERVICE HOUR OPPORTUNITIES

## 2009-2010

1. **Advisory Council:** This body helps to formulate policy and strategically plan for our school. Three year positions open in the spring of each year and are obtained by election. Meetings are held monthly in the evenings. Contact: Mike Magusiak [wen410@aol.com](mailto:wen410@aol.com).
2. **Box Tops for Education:** Assist in counting and sorting box tops labels. Box tops can be picked up at school and done at home. Contact: Barb Gessner at [gessner4@charter.net](mailto:gessner4@charter.net) or Meghan Jones at [jonesmeghan@hotmail.com](mailto:jonesmeghan@hotmail.com).
3. **Carline Volunteers:** Afternoon outdoor assistance needed on school days. Assist with writing names of the first 40 cars at dismissal. Contact: Marla Kietzman at [mkietzman@holytcs.org](mailto:mkietzman@holytcs.org).
4. **Class Picture Day:** Help assist on HTCS picture day. Contact: Wendy McAdams at [wmcadams@holytcs.org](mailto:wmcadams@holytcs.org).
5. **Classroom Volunteers:** Aid the teacher in the classroom with bulletin boards, copies, or other classroom projects; some take homework is available. Contact: individual classroom teachers see [www.holytcs.org](http://www.holytcs.org) for a listing of e-mail addresses.
6. **Dad's Club:** Assist with events. Contact: James Welsh at [james@jameswelshcreative.com](mailto:james@jameswelshcreative.com) and Dan Walsh at [djwalsh101@verizon.net](mailto:djwalsh101@verizon.net).
7. **Field Day Helpers:** Assist the P.E. teachers in coordination of field day, set up, tear down and clean up. Dates TBD in May. – Contact: Mick Tiiman at [mtiiman@holytcs.org](mailto:mtiiman@holytcs.org).
8. **Friends of the Nature Center:** Help maintain the Nature Center. Workdays will be scheduled as needed. Contact: Judi Jacobs at [jjacobs@holytcs.org](mailto:jjacobs@holytcs.org).
9. **Fundraiser – Chocolate Sales:** Assist in various duties for the H.S.A. Fall Fundraiser. Contact: Carrie Howell at [carriehowell@att.net](mailto:carriehowell@att.net).
10. **Gala /Auction:** - Assist with spring auction (gala). Several communities to choose from including: decorations, donations, theme baskets, classroom projects. Contact: Bridget Upchurch at [bfupchurch@att.net](mailto:bfupchurch@att.net).
11. **Hospitality Committee** - Provide home-baked goods, refreshments or other items for social events throughout the school year. Contact: Amy Gooch at [akgooch@gmail.com](mailto:akgooch@gmail.com).
12. **HTCS H.S.A. Officers:** This body oversees the Holy Trinity Home and School Association. The Association helps to raise both morale and financial support for students, staff, faculty, and families through the use of varied programs, activities, and fundraisers. Officer positions open in the spring of each year and are obtained by election. Officer meetings are held monthly. Contact: Amy Gooch at [akgooch@gmail.com](mailto:akgooch@gmail.com).
13. **Helping Hands Committee** - Service (primarily meals) provided to our families in the event of surgery, prolonged illness, hospitalization of parent or student, childbirth or death of someone in the household. Meals are typically dropped off and picked up at the office. Contact: Ann LaBarge at [jalabarge@verizon.net](mailto:jalabarge@verizon.net).
14. **Library Helpers:** Assist Librarian with various duties during the school day. Contact: Marianne Lippert at [mlippert@holytcs.org](mailto:mlippert@holytcs.org).
15. **Lunchroom Monitors:** Assist cafeteria staff and students. Duties include monitoring of cafeteria and clean up of tables and lunch area after each lunch period. Must be available a minimum of one hour. Contact: Kathy Cuccarese at [kcuccarese@holytcs.org](mailto:kcuccarese@holytcs.org).

16. **Maintenance Committee:** Assist in a variety of maintenance projects. Maintenance committee meets one Saturday of each month during the school year from 8:00 a.m. until noon. Most jobs include painting, minor repairs, and routine maintenance tasks. Contact: Henry Rak at [hrak@holytcs.org](mailto:hrak@holytcs.org).
17. **Marquee:** Change school marquee during school hours on a rotating basis. Contact: Lisa Peterson at [petersons24@verizon.net](mailto:petersons24@verizon.net).
18. **Office Aide Volunteers:** Help answer phones, copy, file and various office duties during school hours. Contact: Marla Kietzman at [mkietzman@holytcs.org](mailto:mkietzman@holytcs.org).
19. **Parent Connections** - Assist in various duties, including publicity, set up, help during the actual event, tear down, and clean up for the events. Contact: Rebecca Kitowski at [rebeccakitowski@yahoo.com](mailto:rebeccakitowski@yahoo.com).
20. **Parish Connections Committee:** Assist with Holy Trinity/Parish functions and communications. Contact: Jenny Welsh at [jwelsh@holytcs.org](mailto:jwelsh@holytcs.org).
21. **Receptionist Desk:** Volunteers needed school days to greet visitors at the receptionist desk. Two shifts are available: 8:00 a.m. – 11:30 a.m. or 11:30 a.m. – 3:00 p.m. Contact Marla Kietzman at [mkietzman@holytcs.org](mailto:mkietzman@holytcs.org).
22. **Room Parents** – A room parent assist the teacher with the phone tree communications, and classroom parties. However, there are several additional opportunities for room parents:
  - Gala Class Project Coordinator
  - Teacher Appreciation WeekIn addition, 7<sup>th</sup> grade room parents plan 8<sup>th</sup> grade Graduation reception. 1<sup>st</sup> grade room parents plan 2<sup>nd</sup> grade First Eucharist reception. Contact Imelda Oliva at [imelda.oliva@gmail.com](mailto:imelda.oliva@gmail.com).
23. **Scholastic Book Fair Committee** - Assist in various duties including preparation, set up, tear down and working during the book fair. Book Fair is usually held the last week of October and again in the spring. Dates TBA. Contacts: (Spring) Carrie Howell at [carriehowell@att.net](mailto:carriehowell@att.net).
24. **School Supply Distribution** - Assist in the delivery and distribution of the ordered school supplies to the classroom usually a day or two before “Meet the Teacher” day. Adults and high school volunteers only. Contact: Michelle Steining at [g3b27@yahoo.com](mailto:g3b27@yahoo.com).
25. **\$crip** - Volunteers needed for weekly ordering activities of \$crips on Monday or Wednesday mornings. Help with the ordering, sorting, and distributing of gift certificates during the school day. Contact: Suzelle Sigman at [suzellej@hotmail.com](mailto:suzellej@hotmail.com).
26. **\$crip (Parish Sales)** - Volunteers needed to sell gift certificates at the parishes in December. Contact: Sanae Barnes at [sanbar51@sbcglobal.net](mailto:sanbar51@sbcglobal.net).
27. **Spirit Items Sales:** Help to inventory, sell and take orders for HTCS logo t-shirts, sweatshirts, and assorted merchandise. Contact: Patti Wortel at [pattiwortel@att.net](mailto:pattiwortel@att.net).
28. **Sports Coaching / Assisting:** Assist with coaching at the middle school level for volleyball, basketball, soccer, baseball, softball, and track. Contact: Mick Tiiman at [mtiiman@holytcs.org](mailto:mtiiman@holytcs.org).
29. **Sports Banquet** – Coordinate the middle school sports banquet in May. Includes decorating and coordinating a caterer. Contact: Mick Tiiman at [mtiiman@holytcs.org](mailto:mtiiman@holytcs.org).
30. **Teacher Appreciation Meals** - Provide a food item for a meal for the teachers during the Parent-Teacher Conferences on October 22 or on the last day of school, May 28. Contact: Amy Gooch at [akgooch@holytcs.org](mailto:akgooch@holytcs.org).

31. **Used Uniform Sales** – Organization and sale of used uniforms. Dates TBD  
Contact: Donna Orozco at [orozcod@hebisd.edu](mailto:orozcod@hebisd.edu).
32. **Welcome Committee** - Volunteer to contact new families to the Holy Trinity community and answer any questions about the school, activities and the surrounding area (especially if they just moved here from out of state.)  
Contacts would be made mostly in the spring and summer months. Contact H.S.A. President – Amy Gooch at [akgooch@gmail.com](mailto:akgooch@gmail.com).
33. **Yearbook Committee:** Assist in various duties for preparation of the school yearbook including taking photos at school events and creating pages using school provided templates. Yearbook will be completed by March 1<sup>st</sup>. Contact: Maureen Ramirez at [maureen@waddlewaddle.net](mailto:maureen@waddlewaddle.net).
34. **Nurse Volunteer** – Assist the school nurse with vision and screening tests in September which includes helping with the children and setting up equipment.  
Contact: Kathy Hebert at [khebert@holytcs.org](mailto:khebert@holytcs.org).
35. **School Clubs** – NOTE: These clubs will not be possible without a parent volunteer coordinator/sponsor for example: Jason Club, Chess Club, etc.
36. **OTHER:** On the “Service Hours Sign up Form” please describe any other volunteer activity not listed, which your family would like to perform toward your service hours. You will be contacted after review by the school.

