FLINTRIDGE SACRED HEART ACADEMY
Guidelines for Parent Service Hours

Welcome to the Flintridge Sacred Heart community of parents! It is our pleasure to assist you as a parent volunteer during your daughter’s time here on the Hill. Your volunteer service is not only deeply appreciated, but it is also essential. The volunteer services our parents provide allow many of the cherished traditions at Flintridge Sacred Heart to continue, strengthening the bonds of those who have come before and those who will follow your daughters. Volunteers also play a crucial role in providing support to our administrative staff and help offset school operational expenses.

**Volunteer opportunities:** There are many opportunities to serve and support the school community. Please complete the Volunteer Interest Form on line. Other opportunities not included on the list may be eligible also.

**Hours required:** Each family is required to provide 30 hours of service (15 hours for single parents or 15 hours each in separated and divorced families). The time allotted for completing service hours is May 1st to April 30th.

**Payment in lieu of serving:** If your service hours are not completed within the time period stated above, parents will be charged $15 for each hour remaining. The Business Office will issue an invoice in May based on hours reported by parents as of April 30th. Hours worked on the Faculty/Staff luncheon will be reported by the parent coordinator and your invoice will be adjusted accordingly. Unpaid balances due as of May 31st will be added to the July 1st billing statement for returning parents; Seniors must pay upon receipt of the invoice. The hours are not transferable nor may they be carried over to the following school year.

**Reporting Hours:** It is the responsibility of the parent to report parent service hours. Parent volunteer time should be reported monthly, by the 15th of each month. Please go to our website at www.fsha.org/Page/PARENTS/Service-Hours to submit your hours. We only accept service hour submissions online. If you would like to know the status of your account, please email servicehours@fsha.org.

**Purchase of food or supplies:** Purchased food for sporting events or other hospitality events are credited one hour for each $15 spent (donation of goods to Golf and Gala do not qualify). Water bottles and tissue boxes are always welcome at the high school. Please complete the Parent Service Hours Receipt form, attach receipts and submit at the high school. There is box by the Principal’s office labeled “Parent Service Hour Receipts” to submit your receipts and completed form. Blank forms can be found on our website and at the high school’s front desk.

**Visiting campus:** All volunteers must park in visitor designated parking space as all other spaces are assigned. Volunteers must also sign the visitor log and obtain a guest pass either in the high school lobby, the lower lot attendant or at the reception desk of the Administration Building. The guest pass must be worn at all times during your time on campus. When finished, return directly to the office to sign out before exiting.

**Who to contact:**

- To volunteer for a specific event or project: See Volunteer Interest Form online
- To inquire about service hour account balance: servicehours@fsha.org
- To inquire about billings: businessoffice@fsha.org
- Other inquiries: Volunteer@fsha.org

Please do not wait until the end of the year to complete your service hours. It is the responsibility of the parent to complete this obligation.

**Important note:** Please remember that whenever you volunteer for a specific duty (whether working an event or bringing food for an event) you are being counted on to perform that task. If for any reason you cannot fulfill that duty, it is your responsibility to arrange for a substitute and contact the person in charge of that activity.

*Thank you for your volunteerism!*