

ICS VOLUNTEER HOURS – RETAIN FOR FUTURE REFERENCE Fall 2009

Requirement for Volunteer Hours

ICS was founded in 1997 by parents and teachers who worked long and hard together to create a new kind of learning environment for our students. This spirit of working together built a solid foundation of mutual support between staff and parents and is integral to the success of the school and our children's education. From inception, the long range intent was to carry forward this same community spirit to support and enrich the student's education by requiring family involvement in the form of an annual volunteer hour commitment.

Your Commitment

The ICS 30 hour per year volunteer commitment per family is meant to be fair and equitable. This commitment was affirmed when your student entered ICS. Parent participation is an essential ingredient of ICS programs and of your child's education. Volunteers must be flexible to help where needed, as there is no guarantee of facilitating a specific opportunity. The 30 hours is set as the minimum commitment, and many families volunteer many more hours.

How to Earn Your Hours

The annual volunteer hour requirement at ICS can be met by engaging in activities which meet one or more of the following criteria which directly benefit ICS:

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|-----------------------------------|-----------------------------------------------------------|
| Support teacher activities | Enrich the learning environment |
| Support student academics | Support the physical environment and facilities |
| Steering Committee work | Promote the image of the school |
| PTSA Committee work | Support ICS or ICS PTSA sponsored clubs or activities |
| ICS Community building activities | Activities that help with financial support of the school |

Qualifying Activity Examples
Fall Camp:
Fall Camp – transportation to and/or from camp
Fall Camp – supervision at camp/activity instruction/kitchen help
Steering Committee Officers:
Planning and preparation
Steering Committee meeting attendance
ICS Committee Chairs / Members: (* see reverse for Committee list)
Planning and preparation
Committee meeting attendance
Wednesday Enrichment:
Ski Chaperone
Miscellaneous Categories: (not covered by Committees)
Baking for parent meetings
Chaperone: ASB, PTSA, Focus Week, class field trips, school-sponsored clubs/events
Classroom/teacher assistance
District events/activities (reviewed on case-by-case basis)
Hearing and Vision Screening
Information and Orientation Events
Lunchtime supervision
Office help
School maintenance
School pictures

ICS PTSA Committee List – Opportunities for Volunteering

ASB Liaison, College Partnerships, Community Building, Compendium, Cultural Arts, Drama, Emergency Preparedness, Finance, Graduation, Grants, Hospitality, International Partnerships, Intramural Sports, Legislative Liaison, Library, Lunch Coordinator, Membership, Music Ensemble, Choir, Parent Organizer, Parking, Passive Fundraising, Phone Tree, Public Relations, Reflections, Site, Staff Appreciation, Student Directory, Student Store, Teacher Liaisons, Volunteer Coordinator, Volunteer Hours Reporting

Things to Remember

Questions regarding qualifying hours should be directed to the **Volunteer Hours Reporting Coordinator** and are at his/her discretion. For assistance finding volunteer activities to fulfill your annual requirement, please contact the **Volunteer Coordinator (contact information listed below)**.

- Volunteer hours **cannot** be carried from year to year.
- If the volunteer hours commitment is not met for a given school year, students may be excluded from enrollment at ICS the following year.
- Exceptions to volunteer hour requirements may be granted in the case of extenuating circumstances, but are unusual. Please email Cindy Duenas directly regarding these requests.
- It is best to **plan ahead** to fulfill your commitment. Do not wait until the end of the school year when volunteer opportunities may become scarce. The PTSA Volunteer Coordinator can help you find an opportunity to fill your hours if you need help.
- **Student hours:** A maximum of 10 hours per family can be earned by the student(s) toward the annual 30 hour requirement. Student hours for community service completed as part of a club activity, senior project, or outside school activity **do not** count as volunteer hours for ICS. **Student hours spent on student school-related activities such as drama productions, Taste of ICS, camp, mentoring, ASB, peer tutoring, yearbook, etc., do not count.** Student hours worked at the Site Committee Campus Cleanup **do** count toward total hours, if the student attends the activity with their parent.
- Non-PTSA sponsored or non-school sponsored activities **cannot** be submitted for volunteer hours, even if the activity takes place at ICS.
- Travel time to and from home/school **cannot** be submitted as volunteer hours, except for delivery of food items for staff appreciation lunches.
- Time spent attending PTSA Parent Meetings **does not** count towards volunteer hour time. Families are expected to attend these meetings monthly to remain informed about school and PTSA issues.

How to Report Volunteer Hours

We are currently in the process of updating our web based reporting system to make it more user friendly. Until we have it up and running again, please keep track of your volunteer hours at home. Once the website is updated, you can submit them online at <http://www.icshours.org/> We will make an announcement on PO and the ICS website when the website is up and running.

The 30 hours per year guideline is the minimum commitment each family must satisfy. Please continue to report all qualifying hours you volunteer for ICS, as we need to track this total.

For questions about volunteer hours and opportunities:

Contact: Anne James youattjames@comcast.net

Please be sure to keep your own separate record of your total hours at home. The web based reporting system has the occasional technical glitches!

Thank you in advance for your commitment to ICS!

