

# Saint Michael Catholic School

## Parent Volunteer & School Support Program

Volunteer Information | 2026-2027

### Program Purpose & Overview

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Saint Michael Catholic School is committed to building a thriving school community rooted in faith, service, and shared responsibility. This program recognizes that the active participation of our families is essential to the school's mission and day-to-day operations.

To support school programs, staffing, and events throughout the academic year, each family is asked to fulfill a participation commitment each semester. Parents/guardians are the first models of virtue for their children, so we encourage parents/guardians to actively participate in our school community and model virtuous giving. Families may choose between two options per semester based on their circumstances and availability.

***We are rolling out the pilot of this program this 2026/2027 school year. As such, we will not be charging fees this year but are still looking to see a marked increase in volunteering and engagement this 26/27 school year. The Sign-Up Genius is active, and we will be tabling at Back-to-School Parents Info Night for volunteers. We would ideally like to see, while ambitious, all parents/families meaningfully engaging in their children's educational environment. Beginning the 2027/2028 school year, we will begin full integration of the volunteer program.***

### At-a-Glance Summary

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This outlines each family's commitment per semester **for the 27/28 school year:**

| Period                  | Option A — Financial Support | Option B — Volunteer Service |
|-------------------------|------------------------------|------------------------------|
| First Half (Aug – Dec)  | \$250 School Support Fee     | 5 Hours of Service           |
| Second Half (Jan – May) | \$250 School Support Fee     | 5 Hours of Service           |
| Full Year Total         | <b>\$500 per Family</b>      | <b>10 Hours of Service</b>   |

# First Semester Commitment (August – December)

All families will be required to fulfill one of the following options by December 15th of the current school year:

**OPTION A — School Support Fee**

**Amount: \$250 per family**

A financial contribution of \$250 per family, due by October 1st of the first semester.

Funds are allocated to:

- School-wide events and programs
- Faculty and staff support
- Facility improvements and maintenance

**OPTION B — Volunteer Service Hours**

**Requirement: 5 hours per family**

Families may fulfill their commitment through **approved** volunteer activities. Hours must be completed and logged by December 15th.

Approved Service Opportunities:

- School Events — Sign up easily online on our [“Sign Up Genius”](#) for all upcoming events.
- Lunch & Recess Volunteers — Assist with lunch supervision in the cafeteria so teachers can enjoy their lunch and take a planning period. Shifts are available Monday–Friday for each class PK-5 and are 1 hour each (30 minutes of lunch supervision; 30 minutes of recess supervision).

Lunch Periods & Classes

|          |                                          |
|----------|------------------------------------------|
| PK, K, 1 | 11:00-11:30 AM Lunch; 11:30-12:00 Recess |
| 2 & 3    | 11:30-12:00 PM Lunch; 12:00-12:30 Recess |
| 4 & 5    | 12:00-12:30 PM Lunch; 12:30-1:00 Recess  |

## Second Semester Commitment (January – May)

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All families are required to fulfill one of the following options by May 15th of the current school year:

### OPTION A — School Support Fee

#### Amount: \$250 per family

A financial contribution of \$250 per family, due by February 1st of the second semester.

Funds are allocated to:

- Spring academic and extracurricular programming
- End-of-year school celebrations and events
- Graduation and eighth-grade activities
- Operational costs and year-end needs

### OPTION B — Volunteer Service Hours

#### Requirement: 5 hours per family

Families may fulfill their commitment through **approved** volunteer activities. Hours must be completed and logged by May 15th.

Approved Service Opportunities:

- School Events — Sign up easily online on our “[Sign Up Genius](#)” for all upcoming events.
- Lunch Volunteers — Assist with lunch supervision in the cafeteria so teachers can enjoy their lunch and take a planning period. Shifts are available Monday–Friday for PK-5 and are 1 hour each (30 minutes of lunch supervision; 30 minutes of recess supervision).

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## Volunteer Opportunities — Details

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**All parents/guardians/family members who volunteer OR come into the school beyond the front office MUST complete the “Safe Environment Training & Background Check” (Protecting God’s Children) program online.**

### Sign-Up Events

The school hosts numerous events throughout the year that rely on parent volunteers. The majority of these events are already added to our [Sign Up Genius](#), and can be volunteered for there. These events include but are not limited to:

| First Semester Events         | Second Semester Events                 |
|-------------------------------|----------------------------------------|
| Back-to-School Night/Picnic   | Catholic Schools Week Activities       |
| Fall Festival                 | Book Fair                              |
| Fundraiser Nights             | Dad-Daughter Dance / Mom-Son Adventure |
| Veterans’ Breakfast           | Career Day                             |
| Athletic Events & Concessions | Athletic Events & Concessions          |
| Grandparents Breakfast        | End-of-Year Celebrations               |
| Lessons & Carols Reception    | Teacher Appreciation Events            |
| Saint Nicholas Day            | Eighth Grade Graduation Events         |

### Lunch Volunteers

Lunch volunteers play a critical role in maintaining a safe, orderly, and positive environment for students during their lunch period (30 min) and recess afterwards (30 min) for an hour of volunteering. Slots for lunch volunteers are also open to book on our [Sign Up Genius](#). Volunteers will:

- Assist students with opening food containers
- Ensure tables and floors are swept/cleaned properly by the students (Parent volunteers **do not clean** - we are teaching your children cleanliness and keeping their spaces beautiful!)
- Make sure your class is orderly and keeping their volume to a manageable level.
- Make sure students at recess are: not roughhousing/going into areas they are not supposed to and are being considerate

## Tracking, Sign-Up & Accountability

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The school will use the FACTS volunteer management system to coordinate sign-ups and track completed hours. Families will be able to view their volunteer hours in the portal.

- Parent volunteers must send an *email within ONE week of the volunteering task* with the: 1) “VOLUNTEERING HOURS – YOUR FIRST & LAST NAME” as the email’s title (Ex: “VOLUNTEERING HOURS – JANE DOE”) 2) the **event/task title and time/hours worked in the body of the email** and 3) **CC or include the name of any faculty/staff members or other parents you worked alongside that can verify your participation.** Please send this to Director of Operations Christine Eagan ([ceeagan@stmcsq.org](mailto:ceeagan@stmcsq.org)) to get credit for hours worked.
- All volunteer hours must be logged in the system by the semester deadline; any hours not logged will not be counted.
- Families who do not fulfill either option by the semester deadline will be assigned the \$250 School Support Fee automatically with next tuition.
- If you cannot volunteer on weekdays or during school hours, do not worry! There will be plenty of opportunities to volunteer your time at weekend initiatives like "Clean Up Campus" Days or at events after school hours like the Back to School picnic, Lessons and Carols, Father-Daughter/Mother-Son nights, etc.

## Frequently Asked Questions

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### Can we mix options across semesters?

Yes. Families may choose Option A for one semester and Option B for the other. Each semester is evaluated independently.

### Do room parents also have to volunteer hours?

No, room parents are already actively engaging with our school community and volunteering their time, so they are exempt. You can [sign up to be a room parent of your child’s classroom on our Sign up Genius](#). If you are already a room parent that did not sign up on Sign Up Genius, please send an email to Director of Operations Christine Eagan ([ceeagan@stmcsq.org](mailto:ceeagan@stmcsq.org)) with your name and the classroom you are a room parent of to be exempted.

### Can family members split the volunteer hours?

Absolutely. Hours logged by any parent/guardian or even grandparent in the household count toward the family’s total. We encourage as many family members as possible to be active in our school community, **but these individuals will still need to be Safe Environment certified!** Student volunteer hours will not count towards required hours as this is to engage our families!

### Do volunteer hours carry over between semesters?

No, not unless in extraordinary circumstances. Volunteer hours are tracked per semester as you sign up to volunteer for events to ensure engaged participation throughout the year. Any hours completed beyond the 5-hour requirement in a single semester will not apply to the next, though they will be prayerfully appreciated.

### **What if we cannot afford the fee and cannot volunteer?**

If you cannot volunteer on weekdays or during school hours, do not worry! There will be plenty of opportunities to volunteer your time at weekend initiatives like "Clean Up Campus" Days or at events on the weekend/after regular school hours like the Back to School picnic, Lessons and Carols, Father-Daughter/Mother-Son nights, etc. We are committed to working with families and finding solutions, but **some means of volunteering or support will be required!**

### **Who do we contact with questions?**

Please contact one of our two administrators at your earliest convenience. Director of Operations Christine Eagan ([ceeagan@stmcsq.org](mailto:ceeagan@stmcsq.org)) oversees parent volunteer scheduling and hour logging, while Administrator Laura Oreamuno ([school@stmcsq.org](mailto:school@stmcsq.org)) oversees payments.

*Together, we can build a stronger school and a stronger community.*  
Thank you for your partnership and dedication to Saint Michael Catholic School.