

## **Service Hour Policy Our Saviour School**

Each family that has one or more students enrolled in Our Saviour School will be required to complete 15 service hours per semester for a total of 30 service hours per school year. The requirement is per family not per student in the family.

*Definition of Family: Two parents living in the same house whether married or remarried.*

Service Hours should be submitted as soon as they are earned. They can be submitted in two ways. One by filling out the Our Saviour School Service Hours Record Sheet and turning it into the school office or two by emailing service hours to the following email address: [ossservicehours@yahoo.com](mailto:ossservicehours@yahoo.com)

Any service hours that have not been completed by June 30 of the current school year will need to be paid promptly at the amount of \$10 per hour.

*Example:*

*The John Doe family has completed 25 of the required 30 service hours by June 30 of the current school year. They will need to pay \$50 for the uncompleted service hours. This money will be added to the Student Tuition Assistance Fund.*

A family may choose to opt out of completing the service hours at the amount of \$10 per hour for a total of \$300 per year.

*Example:*

*Due to a very busy family life the James Doe family chooses to opt out and makes out a check in August to the Our Saviour School Tuition Assistance Fund for \$300.*

Exceptions:

1. Single parent homes will only be required to complete 15 hours per school year.

*Definition of Single parent: One parent in the home where the student resides.*

2. Families who have students at Our Saviour School and at least one student at Routt Catholic High School at the same time will only be required to complete 15 hours per school year due to the fact that Routt has a service requirement also. As soon as the Routt student graduates the requirement per year will return to 30 hours.
3. Families who enter Our Saviour School from January on will only be required to complete 15 hours for the current school year since they have not been a part of Our Saviours School for a full year.
4. Any teacher teaching at Our Saviour School will be exempt from the service hour requirement.

5. Any family experiencing extreme difficulties for the school year should write a letter to the Service Hour Committee explaining the situation. Each situation will be dealt with on an individual basis.

Some committee responsibilities may fulfill the 30-hour requirement for the current school year. Check out the Service Hour Categories of volunteer possibilities for verification. Please turn in one sheet at the beginning of the school year stating your involvement to help process the recording procedure.

*Example: Joseph Doe is an Our Saviour Advisor board member. The committee considers that attending a monthly meeting completes the 30-hour requirement for the current school year. Joseph submits a service hour record sheet as soon as the school year starts stating he is on the Our Saviour Advisory Board.*

As a way of stating our appreciation for any family that completes the service hour requirement during the school year and submits the hours earned by June 30<sup>th</sup>, a 5-hour credit is automatically given them for the next school year.

*Example: Joshua Doe completes 42 service hours for the current school year. The next year his requirement will be 25 hours instead of 30.*

Service hours accumulated beyond the 30-hour requirement are greatly appreciated but do not turn over into the next school year.

We thank you all for your dedication to Our Saviour School through your volunteer services. The school could not function without your willingness to be a part of the school family.

Our Saviour Advisory Board  
Father Tom  
Stevie VanDeVelde, Principal