



## **Volunteer Hours**

\*subject to change per year

### **REQUIREMENTS PRIOR TO ANY SERVICE-**

1. All volunteers must attend a session of “Protecting God’s Children”, a course in child abuse prevention, and submit proof of such to the principal.
  - a. To register for a “Protecting God’s Children” session you must go online at [www.virtus.org](http://www.virtus.org). The registration password is “Trust”.
2. All volunteers must be fingerprinted. FastFingerprints, next to Coaches on Bethel Road, is able to do BCI fingerprints for \$42.00. Please inform them that you are volunteering at St. Timothy School and the results should be sent directly to the Columbus Diocese office.

### **GENERAL SERVICE:**

1. Hour requirement: 30 Hours per family per school year  
**OR**
2. \$300 annual fee (prorated) due by the end of the school year (unless prior arrangements are made by the Principal.)
3. Track your own hours. Submit your volunteer activities and hours when completed.
4. You can sign up for additional hours on Sign Up Genius throughout the year.
5. Many opportunities will be made available through email, Facebook and classroom notifications as well.

**CAFETERIA SERVICE:** The following list of rules and responsibilities pertain to cafeteria duty at St. Timothy:

1. A member of each family is expected to spend one day working in the cafeteria each month. The hours are approximately 10:50 a.m. until 12:15 p.m. If you are able to help and have not been contacted by the first day of school, please contact the school office.
2. You are expected to find your own replacement if you are unable to work on your appointed day.
3. If you are unable to work, and if you are unable to find a replacement, a fee of \$10.00 per month is expected in order to pay another person to work for you. Make checks payable to St. Timothy Cafeteria.
4. The Cafeteria manager will contact you sometime in August to set up your monthly day.
5. ***This is a separate service requirement and does not count towards the 30-hour family requirement.***

### **ATHLETICS:**

1. One shift of service in either the Concession Stand or Admission Gate per athlete is required for each season of participation in sports.