



St. Joseph's Catholic School

757 West Burnside Road, Victoria, B.C. V8Z 1M9

Phone: (250) 479-1232 Fax: (250) 479-1907

Parent Involvement Program – Philosophy and Guidelines 2015–16

Philosophy

The Parent Involvement Program (PIP) has been set up to encourage all parents/guardians to be involved in the activities that are endorsed by the Parent Auxiliary Group, School Council and School Administration for the benefit of your children and the school community. The expectation is that all parents/guardians will contribute to various tasks that might otherwise fall on only a few individuals. The volunteer time contributed to activities must benefit St. Joseph's children or the school as a whole.

There is nothing stronger than a heart of a volunteer.

Guidelines

Each family (parent/guardian) must contribute 10 hours of volunteer activity per year, without exception.

1. **The post dated cheque collected from families is for \$150.00 dated June 1, 2016.**
This cheque will be deposited if the 10 hours of volunteer service per family is not completed.
2. To record your involvement, please complete the Parent Volunteer Hours form and return it to the office. Forms can be found on the website under forms and documents or you can pick up a paper copy in the office.
3. The PIP Coordinator will assist school staff with updating the volunteer hour spreadsheet and will make available an ongoing list of volunteer opportunities on the Parent Auxiliary Group board, email, phone or school newsletters.
4. Event Coordinators, PAG Executive and School Council members are exempt from the Parent Involvement Program.

Examples of volunteer activities on the next page.

Volunteering Opportunities

The chart **Acceptable Volunteering Opportunities** list numerous examples of school activities that qualify for pip hours. Our list is not a complete list so if you don't see something or aren't sure of something - PLEASE ASK!

Activities **NOT** accepted as PIP hours:

1. Baking and food preparation for school activities, ie. BBQ, Birthdays, Fun Fair
2. Driving your child to and from a school activity unless specifically asked to.
3. Etc.



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Volunteering Opportunities

Activity	Claim time allowed	When help is needed	Comments
Swimming	15 minutes	Sept – Dec	Must help your child and others
Welcome BBQ	Total time committed	September	
Skating	15 minutes	Jan - March	Must help your child and others
Bingo	Total time committed		
Field Trips	Total time committed	Ad hoc	This time is only allowed if teachers have asked for Parent helpers and you have been chosen.
Halloween Howl	Total time committed	Sept – Oct	oodles of opportunity for hours
Dance Auction	Total time committed	Sept – Nov	oodles of opportunity for hours
Parish/School Bazaar	Total time committed	October	oodles of opportunity for hours
PAG meetings	30 minutes per meeting	Monthly	Have your voice heard!
Chocolate Sales	Total time committed	Oct – Nov	
Hot Lunch	Total time committed	Bi-weekly	
Used Uniform Sales	Total time committed	Sept - June	
Poinsettia Sales	Total time committed	Nov – Dec	
Call out Representative	Total time committed	Ad hoc	
Playground Maintenance	Total time committed	As needed	This could include gardening, fixing equipment, garbage pickup etc.
Plant Sale	Total time committed	April – May	
Library help	Total time committed	Ad hoc	
Calendar Creation	Total time committed	Apr - Aug	
Sports/Track meet	Total time committed	June & as needed	This time is only allowed if teachers have asked for Parent helpers and you have been chosen.
Entertainment Book	Total Time committed	Sept - November	
Jump rope for heart	Total time committed	TBD	
Playground	Total time committed	Sept - June	
Fun Fair	Total time committed	May - June	
Magazine Subscription	Total time committed	Sept – Nov	
Karate Program	Total time committed	Jan - Mar	
School Help	Total time committed	Ad hoc	
Work Bees	Total time committed	Ad hoc	