

Augustinian Academy FISH Program Guidelines

PLEASE NOTE: In an effort to keep our children and their learning environment safe and healthy, VIRTUS training is required for all volunteers who have close and continued contact with our students including SJVO board members, room parents, cafeteria helpers, drivers for field trips and substitute teachers. For More information see our VIRTUS FAQ sheet.

- ❖ Your 10-hour FISH contract must be signed and returned to the school office by September ???. Each family is asked to give 10 hours of volunteer service to the Academy. Each hour of volunteer time is like donating \$12.00 to the Academy.
- ❖ Please indicate on your FISH contract those volunteer opportunities you are interested in using to meet your 10 hour commitment. As the event indicated approaches, you will be contacted by the event's coordinator with further information and to confirm your participation. Please check Sister's weekly newsletter for details on other opportunities that arise throughout the year.
- ❖ A family member or friend may help you perform your service hours; however, he/she must be 18 years of age or older and agree to assign hours to you. Academy students may not earn hours by working school events unless approved by the Principal.
- ❖ If you enroll after the first semester of school has been completed, your hours will be prorated.
- ❖ It is your responsibility to ensure that all hours worked have been recorded with the volunteer coordinator or coordinator of the event. You can send hours by e-mail to **SJVOvolunteer@yahoo.com**. You may also record hours on your volunteer log and send the log in to the office marked *Attn: Kate Beckage*.
- ❖ All school event coordinators/chairpersons are asked to make available a sign-in sheet for that events volunteers. At the end of the event, please turn these sign-in sheets to the volunteer coordinator via the office.
- ❖ Any time spent in service to the Academy counts toward your service hours. If you have questions about whether or not what you are doing counts as service, contact SJVOvolunteer@yahoo.com, SJVOboard@yahoo.com, or the school office.
- ❖ If you feel you have extenuating circumstances preventing you from completing your hours, first contact the volunteer coordinator to see if they can help you find something that fits your abilities and schedule. If it remains a concern, please see Sister.
- ❖ **Please add SJVOboard@yahoo.com and SJVOvolunteer@yahoo.com to your e-mail contacts** to ensure you receive e-mail updates from us about volunteer opportunities and school events. You can also "like" Augustinian Academy on Facebook for updates on upcoming events and volunteer needs.

**Thank you for donating your valuable time and talents
to the students at Augustinian Academy!**