



North Cariboo Christian School

Procedure: 409 – Volunteer Incentive Program

Category: School
Date Approved: April 2019
Adopted: September 2019
Revisions:
Reviewed:

Every family enrolled at NCCS is required to choose between these two options:

1. Choose to actively participate in the Volunteer Incentive Program (VIP) by committing to, at minimum, 20 hours per family of volunteer work per school year. This works out to an average of 2 hours per month.

Families choosing this option must include a cheque for \$500 dated June 15th of the current school year or complete a Pre-Authorized debit form to be withdrawn directly from their bank account on June 15th. This cheque/debit will be processed only if the 20 Volunteer hours are not met. Parents are highly encouraged to choose this option.

Families with incomplete VIP hours may, with the permission of the board, pay a prorated amount based on \$25 per outstanding volunteer hour.

2. A family unable to commit to the 20 volunteer hours per year must pay a \$500 non-participation fee, which is in addition to tuition fees. This payment must be made within the first month of the current school year. The funds will then be used to help support the efforts of volunteers to make sure needs are met.

Hours and amounts for families enrolled for only a part year will be prorated.

Your completed volunteer commitment form must be submitted by Sept 15 of each year. Families with volunteer hours that have not been completed, or where appropriate payment has not been made by June 30th of each school year, will not be eligible for re-admission for the following September until their account is brought into compliance.

How the program works...each school year families enrolled at NCCS will receive a volunteer timesheet. This timesheet is used to track their contributing hours. There will be one form per family which will be kept in an accessible binder outside the school office. It will be accessible to families from the labour-day clean-up time until the school years' end. Appropriate volunteering done throughout the summer can also count towards a family's volunteer hours and can be added to the timesheet upon its availability in September. Any member (children, parents, grandparents, etc.) of the

family can contribute to their family's volunteer sheet. Hours are recorded by the volunteer at the time they are completed and initialled by the Chairperson of the committee the volunteer served under or staff member who can verify the contributed hours. The NCCS yearly parent volunteer hours can be transferred to other family members after reaching your own total hours to help them reach their total hours.

What kind of volunteering qualifies under the Volunteer Program?

Nearly all hours spent volunteering in a way that supports NCCS, its programs and facilities, qualifies- so long as it is approved by a committee chair, Principal, Board Member or Volunteer Program Coordinator.

Volunteer hours can include, but are not limited to, the following...

Board membership; committee membership, including time spent at meetings; helping at or organizing school events; noon hour supervision; field trip participation; hospitality, including cooking or baking for school events; annual fundraising events, for example The Foam Fun Run; Hot lunch program; interior/exterior renovations; grounds keeping, including lawn mowing. Any work which you receive payment for would *not* qualify as part of the Volunteer Program.

If you have questions about whether what you are doing qualifies as volunteer hours, simply contact a staff member, your committee chairperson or the Volunteer Program Coordinator for additional clarification.

Parents, who are interested in volunteering in key positions (i.e. noon hour supervisor, Librarian and Field trip Chaperones) where a close relationship with children is inherent, may be required to complete special training and extra security checks.

While volunteering for NCCS, please keep in mind at all times the NCCS Parent, Volunteer and Society Member Code of Conduct Policy and Procedure 406.