

NOTRE DAME PREPARATORY SCHOOL & MARIST ACADEMY PARENTS CLUB VOLUNTEER HOURS (2019-2020) FAQs

How many Parents Club volunteer hours do I need to complete?

Each family is required to complete 10 hours of service for the Notre Dame Preparatory School & Marist Academy Parents Club during the 2019-20 school year. You may choose **one** FULL-TIME position (10 hours equivalent) or **two** PART-TIME positions (5 hours equivalent) to fulfill your yearly commitment. Open COORDINATOR positions (indicated as such in the signups) are also available and will automatically fulfill your commitment.

I'm confused, what's the difference between part-time and full-time?

We switched to this way of organizing hours a few years ago. Many positions are marked as FULL-TIME (10 hour equivalent) and PART-TIME (5 hour equivalent). You may choose **one** FULL-TIME position (10 hours equivalent) or **two** PART-TIME positions (5 hours equivalent) to fulfill your yearly commitment. Open COORDINATOR positions (indicated as such in the signups) are also available and will automatically fulfill your commitment. There are certain volunteer jobs (mainly within hospitality) that are listed by their hours and not called out as Part Time and Full Time. If you choose these types of positions, simply choose enough volunteer positions to meet your 10 hours.

Can a grandparent volunteer instead of a parent?

Yes, a grandparent or adult family member can work your volunteer hours. Please make sure the job is suitable for him or her. You can simply sign up under your name on the Sign-Up form and either make a note in the comment box, assign their name to the task, or let the coordinator of the event know.

How does opting out work?

We prefer your time and talent, but if you choose not to volunteer, please select "Opt-Out" on the Sign-Up form. This will serve as your acknowledgement of the Parents Club policy and you will be billed at a rate of \$70/hour x 10 hours for a total of \$700.

I have an unexpected schedule conflict and I have to cancel, what happens now?

We understand that things come up. If you cannot fulfill your commitment **AND** you cannot find your own replacement, please email volunteer@ndpma.org in advance of your event and the Parents Club Volunteer Coordinator will try to assist in any way possible. You will not be billed for these types of cancellations, but, you are still responsible for making up the hours you missed by signing up for another volunteer opportunity

Note: All last-minute drop outs (within 2 days of assigned event) will be considered a no-show and will be billed at a rate of \$100/hour. This is to prevent last minute drop outs which leave committees and events short-handed.

I'm a Coordinator and a parent didn't show for their volunteer hours on my committee, what do I do?

Unfortunately this happens from time-to-time and leaves the committee short-handed. Please send the Parents Club Volunteer Coordinator an email at volunteer@ndpma.org and she will notify the family that they will be billed the no-show rate of \$100/hour.

My friend needed help with her committee and I helped out at the last minute, so I don't have to work the events I signed up for, correct?

That was kind of you for helping out your friend and the school by putting in more volunteer hours. You still have to work your events that you signed up for during volunteer registration.

I signed up for more than 10 hours of work, do I have to work all the hours I signed up for?

Many parents choose to sign up for more than 10 hours of volunteer work and we appreciate their generosity. Please keep in mind that you are responsible for what you sign up for (even beyond the required 10 hours). If you choose to sign up for more than 10 hours of work, the events you sign up for depend on you to fulfill those hours. If you do not work the hours/events you signed up for, you will be billed according to the Parent Club Volunteer Policy.

I need to change my volunteer assignment, who do I contact?

We understand that things come up. All changes to your volunteer assignments must be approved by the Parents Club Volunteer Coordinator AFTER June 15, 2019, for the 2019-20 school year. This is to prevent last minute drop outs which leave committees and events short-handed. If you cannot fulfill your commitment **AND** you cannot find your own replacement, please email volunteer@ndpma.org in advance of your event. All last-minute drop outs (within 2 days of assigned event) will be considered a no-show and will be billed at a rate of \$100/hour.

I have not been contacted by the Coordinator and the event is coming up, what do I do?

Please send an email to the Parents Club Volunteer Coordinator at volunteer@ndpma.org and she will work with you to get the information.

The Coordinator of the event I worked didn't have a sign-in form, whom should I let know that I completed my hours?

Please send an email to the Parents Club Volunteer Coordinator at volunteer@ndpma.org. We want to make sure you receive credit for your service hours.

Do you really track the volunteer's hours?

Yes! We do this because we value your time and it is only fair that you receive proper credit for your volunteer work.

Why was there a \$700 charge on my bill for volunteer hours?

Parents wishing to opt-out of service hours will be billed at a rate of \$70/hour x 10 hours for a total of \$700.

Why was there a charge for \$850 on my bill for volunteer hours?

Parents failing to register for service hours by June 15, 2019, will be billed at a rate of \$85 per hour.

I'm interested in volunteering for more than 10 hours, who do I contact?

That's fantastic! Simply sign up for the extra hours via OnVolunteers. Please note though – you are responsible for all hours you sign up for. Billing policies apply even after you meet your 10 hours. This is because the events and coordinators depend on the volunteers who sign up.

The date of the event I signed up for says Tentative, TBD, or January 1, 2020. When will you know the date?

As soon as the school notifies the Parents Club of a date we put it on the Sign-Up or let the specific committee members know. Please note that if you see a date of January 1, 2020 for an event it is a placeholder until the school provides the actual date. There are never any volunteer events scheduled for January 1st.

I volunteer for Booster Club hours, do I need to volunteer for Parents Club hours also?

Yes, each family is required to complete an equivalent of 10 hours of service for the Notre Dame Parents Club during the 2019-20 school year. Booster Club hours satisfy your sports obligation (not Parents Club)

Where do I find the information about volunteering on the NDPMA website?

It is located under Current Parents >> Parents Club.

I have a question about my volunteer hours, who do I contact?

Feel free to contact Becky Ricci or Mary Johnson, Notre Dame Parents Club Volunteer Coordinators, at volunteer@ndpma.org.