ST. SERRA
CATHOLIC SCHOOL

2026-2027 Volunteer Hours

Each family is asked to volunteer their time and talents in service to the school each year. These volunteer hours help to build the St. Serra community while also supporting the needs of our school and students. Volunteer hours are based on the following:

- Preschool 2-day program - 5 hours per family per school year
- Preschool 3-day program - 10 hours per family per school year
- Preschool 5-day program - 20 hours per family per school year
- TK-8th Grade - 40 hours per family per school year

Volunteer hours for the 2026-27 school year will be accepted from June 6, 2026, to June 4, 2027. All hours reported must have been completed during the 2026-2027 school year (with the exception of hours completed during the 2026 summer break).

- **Any hours submitted before June 6, 2026, for the 2026-2027 school year will not be approved.**

There are many opportunities to fulfill your hours, such as: assisting in your child's classroom, volunteering in the Library, working as a room parent, supervising lunch, serving on a school board or committee, and volunteering at various school events throughout the year. There are also many options to fulfill hours from home.

➔ Please visit Serra Cause Connect (our volunteer site) throughout the year to view and sign up for upcoming opportunities: https://volunteer.serraschool.org.

➔ New opportunities go live every Monday morning at 9:00 a.m.

We know your time is valuable! Therefore, **if you do not fulfill your family's volunteer hour requirement, incomplete hours will be billed at $25/hour at the end of the school year.** Additionally, parents can 'buy-out' volunteer hours at the same rate using this FORM.

➔ If you sign up to volunteer at a PTO-sponsored or community event (i.e. Trunk or Treat, Father Daughter Dance) in Cause Connect and do not show up, you will forfeit those volunteer hours and will not be able to make them up. In addition, you will be charged the hourly volunteer rate of $25 at the end of the school year — unless you find an approved replacement and notify the event's PTO Vice President at volunteer@serraschool.org at least 24 hours in advance.

➔ Please regularly log in to your Serra Cause Connect account to track and confirm your volunteer hours. Your dashboard will show you the current number of hours that are pending review or have been approved for your individual account. Each parent will need to log in to their Serra Cause Connect account respectively to view their volunteer hours. The annual requirement is per family, unless otherwise arranged with the school. **Note:** Serra Cause Connect only reports hours for individual users and does not total family hours.

➔ It is the responsibility of the family to verify how many volunteer hours they must complete and whether they have met their family's obligations.

➔ Volunteer hours are approved on a monthly basis. During this review, hours may be denied if they are duplicate entries, exceed maximum allowed for an event (i.e. more than five hours in service to your parish),

are not in service to the St. Serra community, or do not meet school approval requirements. If you have any questions regarding your hours, please contact Stephanie Schlinkert at sschlinkert@serraschool.org

As a reminder:

- Volunteer hours for the 2026-27 school year will be accepted from June 6, 2026 to June 4, 2027.
- No 'Roll Over' hours are allowed from one school year to the next.
- Volunteer hours are non-transferable. You may not donate your hours to other families.
- Grandparents may volunteer for their immediate family.
- A maximum of five (5) hours per family per year may be completed at your local parish. While we appreciate the time our families contribute to the parishes, the parent volunteer hours are intended to benefit the St. Serra school community.
- Each family is limited to volunteering at one field trip and one class party/major event per child per year in an effort to allow as many different families the opportunity to volunteer.
- The donation of cash and items will not be recognized as volunteer hours (except when specifically noted).
- Some events may offer 'double' volunteer hours. These opportunities will be noted.
- Some volunteer opportunities may be capped for the number of volunteer hours that will be approved. These opportunities will state this limitation.
- **Families** may earn up to two (2) volunteer hours for attending each Parent Education Series presentation (maximum two (2) hours per family, per presentation).
- Volunteer hours must be submitted within **14 days of completion**. Hours submitted after this timeframe may not be approved.
- **All parents are responsible for logging their own volunteer hours in their personal Cause Connect account unless specifically notified otherwise by the St. Serra Administration.**
- Volunteer hours may NOT be submitted prior to the date hours are completed (i.e. submitting hours in July for a planned meeting in October). Hours submitted prior to the service date will be declined during the monthly approval of volunteer hours.
- Volunteer hours will be approved on a monthly basis, and within 30 days of a school event.
- Volunteer hours can be waived by the school administration for special circumstances.
- Volunteer opportunities are subject to administrative discretion. St. Serra Administration reserves the right to add or remove volunteers from any opportunity as needed.
- Volunteer requirements:
    - Volunteers where students are present will need to complete the volunteer certification, which includes fingerprinting (Live Scan) and online Safe Environment Training (training must be renewed every three years).
    - Parents volunteering in Preschool have additional requirements.
    - Many volunteer opportunities require that the volunteers have completed the fingerprinting, online Safe Environment Training program, and/or Preschool requirements. If you have not completed the necessary requirements, these opportunities will not be visible to you.

CLICK HERE for more information on the requirements for volunteering at St. Serra.

Thank you for your continued support of the St. Serra community and our students!

Updated 08-03-2026