

Annunciation Catholic School Home School Association (HSA):

All parents with students enrolled in Annunciation Catholic School (ACS) are automatically members of HSA. The primary purpose of HSA is to promote growth and development of the School through planned community building and fundraising activities. In addition, we strive to: (1) sponsor fundraising events for the financial support of the school, (2) provide voluntary service to the school, and (3) help the school acquire and maintain the equipment needed to sustain a high-quality education.

HSA sets a fundraising goal each academic year, for **2019-2020 academic year the goal is \$20,000.**

Monies collected from fundraisers are budgeted to assist with schools' operational cost and various needs within the school. Every family is required to contribute \$250 by participating in fundraising projects that are held throughout the year. Additionally, each family is expected to volunteer 20 service hours per school year. There are a number of ways to do this. Volunteer sign-up sheets will be available at the HSA table on the first day of school and at Back to-School Night. Family members can always contact an HSA executive board member or room parent for more information.

The names of the HSA executive and other board members will be listed on the school's website. Meetings are held throughout the year in the morning or evening. Children are not allowed at HSA meetings. HSA leadership will advise when child care services are available during the meeting. Parents are encouraged to volunteer their services and participate in various activities. In addition to traditional events such as the Ice Cream Social, Breakfast with Santa, etc., there are a variety of activities throughout the year that allow students and their families to get together outside of the School.

Family Service Program

ACS is fortunate to have parents with wonderful talents and resources. We welcome your gift of time and talent in participating in our students' educational experience. The purpose of the Family Service Program is to encourage participation and provide assistance in many of the school activities. You will find more detailed information about the Family Service Program below:

Requirements/Guidelines

- Each family is responsible for 20 hours of service per school year and \$250 fundraising goal.
- Only parents, grandparents and guardians may serve; extended family such as aunts, uncles and cousins do not qualify.
- Parents may opt out the Service Hour requirements with a payment of \$300.00 and/or Fundraising requirement with a payment \$250 by making a total payment of \$550. The family may choose to opt out of one or both requirements by completing the "Buyout Form".
- School wide events may require advance sign up in order to receive service hours.
- A maximum number of hours may be assigned to certain services. The number of hours will be established and agreed upon prior to performing the service.
- Families are to model themselves in accordance to the teachings of Jesus Christ. Courtesy and respect are expected while performing service hours.
- Two family members, at a maximum, may perform one service activity for credit.
- Adults ages 18 years old and older may perform service hours in order to receive credit.
- All material donations (refreshments, paper products, etc.) will be credited at their face value. (Example: A \$7.50 donation of products would be credited thirty minutes towards a service hour). To receive service hour credit for material donations and receipts, "Service Hours Submission form" must be submitted to ACS-HSA@annunciationschool.net at the time of the donation and the number of possible hours to be earned **must** be established before the request or donation is made.
- All service hours must be submitted within five school days after the event.
- At the close of the school year, for every hour **NOT** served, a fee of \$15 per hour will be assessed.
- Final report cards are withheld until the Service Hour requirements are met

- To report service hours, please use the Service Hours Submission form that is available on the ACS website and send to ACS-HSA@announciationschool.net

Examples of Activities to Earn Service Hours

- Chaperoning on class field trip.
- Working an HSA event (e.g., Breakfast with Santa, Bingo Night, Movie Night, Ice-Cream Social)
- Assisting with Media & Technology
- Assisting with School holiday/program events
- Serve on HSA board member (20 hours)
- Serving pizza lunch (2 hours)
- Serving hot dog lunch (3 - 4 hours)
- The Birthday Angels Program (3 hours)
- Teacher Appreciation Week
- Coordinating HSA fundraising activities
- Any store-bought items (baked items, drinks, paper goods) for a class party or fundraiser (with prior approval from principal, HSA president or teacher)
- Assisting class activities as requested by the teacher
- Attending HSA meeting (1 hour)

The following activities do not count towards Service Hours

- Attending parent-teacher conferences
- Being an *attendee* at HSA events (e.g. Breakfast with Santa, Ice-Cream Social, Movie Night etc...)
- Attending back-to-school or orientation nights
- Parent visitation days
- Purchases/donations without prior approval by principal, HSA president, or teacher
- Your child's classroom birthday celebration

HSA Executive Board Members

- President: Shayla Atkins
- Vice-President: Lisa Lewis
- Treasurer: Sherri Kum
- Secretary/Communications: *Open*
- Principal or designee: Nicole Lewis
- Teacher: *Open*

Other HSA Board Members

- Parent Liaison: Pre-K (); K (); 1st (); 2nd (); 3rd (); 4th (); 5th (); 6th (); 7th (); 8th (): *Open*
- Events Coordinator/Community Outreach Liaison: *Open*

Additional Materials (accessible via links on ACS website)

- Bylaws
- Calendar of Events
- Buyout Form
- Service Hours Form
- Hot dog Lunch Form
- Reimbursement Form