

Service Hours Policy

Our school only exists because our parents regularly and enthusiastically serve as volunteers. A minimum of 20 service hours (10 hours for part-time or for K4 students) are required for each family at Geneva. \$25/hour is charged for service hours not completed. Parents log their service hours on the correct form and turn it in to the school office before the end of the school year.

Families may earn service hours by:

- Volunteering to help in a classroom, guest speaker, reading to students, help with projects pre-approved by the Administration
- Help with set up, running, clean up, or take down of special events, fundraising events, or sporting events
- Chaperoning students on a field trip (responsible for students other than one's own, not simply attending). Overnight field trips as a chaperone may count *up to* 8 hours per day for a full day
- Classroom or office help: i.e., laminating, copying, collating and stapling, cutting, or sorting
- Campus workdays: i.e., cleaning, yardwork and landscaping, repairs and maintenance.
- Serving as a Room Parent
- Researching topics for a teacher
- Providing an item for school events, class events, meetings (homemade=2 hours per event; store-bought=1 hour *per event*)
- Assisting with class parties (not just attending)
- Assisting with coaching or afterschool clubs
- Volunteering in the library or uniform closet

Things that do not count for service hours:

- Attending required school functions: Orientation, Back to School Night, parent-teacher conferences, etc.
- Attending BuckFin or another fundraising event as a guest
- Donations of money or "gift in kind" items to fundraising events that can be tax deductible
- Gifts to classrooms, classroom teachers, or Geneva staff

For questions about service hours, contact the Program Director, Amy Norton, at anorton@gcalakeland.org.

Submit completed service hours to the Office Administrator, Karen Viner, at kviner@gcalakeland.org.