

Directions for completing Service hours as required by All Saints Academy for Every Family:

- Each year, every family is required to complete 30 service hours for the school year
- Only people 18 and older can complete these hours for a family. You can have other family members and even friends help you complete your hours. All volunteers must be on our approved list, however to count.
- Only approved volunteers on our list can complete hours for a family or volunteer in the school
- An Approved volunteer is someone who has taken PGC, Protecting God's Children, AND submitted approved BCI fingerprint to the Diocese of Columbus
- After you complete hours a tracking form is filled out by the person in charge of the event or task. You keep a copy for your records and the other copies are turned into the office. Keep your copies in a safe place for the year as some have not made it to the office and we need to verify hours at times.
- Directions for taking the PGC class:
  - Go to [www.virtus.org](http://www.virtus.org)
  - Click on First Time registrant and follow directions to create a username and password
  - Go to list of sessions
  - Our organization name is Columbus, OH (Diocese) click on this organization
  - Look for a class convenient for you or that is offered around town. Any session is okay to complete
  - Register for the class
  - Show us ON TIME for the class: Late people will not be let in and you will not get a completion certificate.
  - The Diocese will automatically put you on the PGC approved list when you sign up and complete the class
- Directions for submitting BCI fingerprints:
  - Go to the BMV, Police Station, or Fast Fingerprints. You can also make an appointment and get them done at St. Charles High School
  - Tell them you are getting BCI only because you will be volunteering at a school.
  - You will need your Driver's license or State ID and pay the fee if there is one.
  - Have them send the results DIRECTLY to the Diocese of Columbus at 197 E. Gay St. Columbus, OH 43215 Attn: Regina Quinn
  - We will then be notified by the diocese that you are approved to volunteer at the school or not and will then have access to print you a copy of your results and PGC certificate for your records

Possible ways you can complete your service hours or volunteer and help the school: Each Month a flyer comes home in the Friday folder telling you of highlighted items for that month that the school needs help with. The flyer will come home in every Friday folder on the First Friday of the Month.

- Work in our cafeteria for breakfast or lunch: email Mrs. Aeling at [daeling@cdeducation.org](mailto:daeling@cdeducation.org)
- Serve on our Home and School Board (HASSA) or help with a HASSA event or need: email Mrs. Evans at [cevans4512@yahoo.com](mailto:cevans4512@yahoo.com)
- Serve on our Athletics Board or help with Concessions or other athletics events. We always are looking for those wanting to coach our teams. Email Mrs. Allen at [lboogy05@gmail.com](mailto:lboogy05@gmail.com) or Ms. Williams at [marshanaw@yahoo.com](mailto:marshanaw@yahoo.com)
- Serve on our Principal Advisory Board or help with one of their events: email Mr. Igwebuike at [igwebuike1@gmail.com](mailto:igwebuike1@gmail.com)
- Contact your child's classroom teacher and ask if they have any tasks you could help with for the class. Some teachers have things to cut out, need help with classroom events/parties, have field trips that need adult help, and have a classroom wish list of items needed for the students. Contact the classroom teacher directly and remember to ask them to give you a volunteer tracking form when you complete the task.
- Purchase items on a school wish list or classroom wish list. Every \$10 spent equals 1 service hour credit. You must submit your receipt for the school copy of the tracking form.
- Make a donation to the school for a fundraiser. One HASSA fundraiser a year does NOT count for service hours. Every \$10 equals 1 service hour
- Help with the Garden Committee: Contact the office to get the chairperson's contact information
- Rake, pick up, and dispose of leaves in the fall from the yard
- Do light maintenance jobs as needed at the school
- Come and help monitor lunch and recess groups: call the office to sign up
- Find grant money or corporate donations for the school's projects
- Sponsor a field trip for a class
- Come in and present in the classroom a topic or hobby or help in the classroom
- Come in and help in the school library
- Come in and read to the younger students
- Connect with a classroom as a pen pal or mentor
- Call the Bishop Griffin Center and volunteer on approved days
- Donate money for tuition assistance funds

Remember: You must take PGC AND get BCI fingerprints submitted and approved. If you cannot get the fingerprints and take PGC, you will have to pay for your service hours at \$15 per hour totaling \$450. Any hours not completed is billed at \$15 per hour. These fees become a part of your family account and must be paid before school records can be sent to another school and before your child can be re-enrolled in our school for the next year.