

RELIGIOUS EDUCATION PARENT SERVICE HOUR POLICY

In determining the goals of service hours we look at the needs of the RE Program, how to keep tuition and costs to an acceptable level and to show volunteerism by having parents, high school & college students and others participate in the program.

The RE Program offers many ways to achieve the service hour goals;

- I. **Required Number of Service Hours Each Program Year:**
 - Each year every family is to ***complete 5 service hours***.

- II. **Service Hour Yearly Deposit Check:**
 - Each year along with your tuition check you are to submit a service hour check in the amount of \$125 that will be held and not cashed.
 - If you *do not complete* your 5 hours before the end of the Program year and turned in your service hour card by that date your service hour check will be cashed.
 - Once you turn in your service hour card your held check will be returned to you.

- III. **Working in the RE Program offers many opportunities:**
 - Catechist
 - Assistant Catechist
 - Prayer Parents
 - Art Parents
 - Office Assistants
 - Service Project Coordinators
 - Fundraising Committee

 - ***50% Tuition for any students in the program.***
 - These positions also satisfy the yearly service hour requirement.
 - You must attend at least 95% of the sessions and if you are a Catechist or Assistant Catechist you need to find your own substitute.
 - The Fundraising, First Communion and Confirmation Committees will be formed as soon as practical and once formed will begin to plan and execute the yearly plans.
 - You must comply with all Archdiocese requirements (if you are 18 years or older) regarding Virtus Training, Code of Conduct, and Background Check, as well as completion of the Volunteer Application on the Archdiocese of Chicago website.
 - If you do not comply with these requirements the tuition will be billed at full price.

- IV. **Volunteering for RE or any St. Bede Events & Fundraising:**
- Working as a substitute in the weekly RE program you receive number of hours worked.
 - Working as a volunteer for any RE or St. Bede Fundraiser or Activity you receive number of hours worked.

IV. **Volunteering to buy or make food for Events:**
All items are based on delivery to the site and **PRIOR APPROVAL BY RE.**

3	12 Packs	Soda; Coke, Sprite, Root Beer	
		Orange, Diet Coke, Dr. Pepper	1 Hour
3	24 Bottles	Spring Water	1 Hour
18	Individual Bottles	Fruit Juices/Gatorade/Lemonade	1 Hour
2	Dozen	Cookies	1 Hour
2	Dozen	Donuts	1 Hour
2	Dozen	Brownies	1 Hour
2	Dozen	Bars	1 Hour
2	Dozen	Cupcakes	1 Hour
2	Dozen	Muffins	1 Hour
2	Loafs	Sweetbreads	1 Hour
2	Loafs	Bread	1 Hour
1	Recipe	Coffee Cake	1 Hour
1	Recipe	Cake, frosted	1 Hour
1	Recipe	Pie	1 Hour
24	Individual Bags	Chips, Pretzels, Doritos, Cheetos	1 Hour
24	Individual Cups	Fruit Cups	1 Hour
18	Regular Size	Candy Bars	1 Hour
1	Crockpot	Homemade Soup	3 Hours
100	Paper Plates	Not Styrofoam or thin paper	1 Hour
100	Paper Bowls	Any type	1 Hour
100	Plastic Silverware	Forks, Spoons, Soup Spoons	1 Hour

V. **Gift Cards to Satisfy Hours:**

1	\$20	Gift Card – Jewel, Walmart, Hobby Lobby, Michael's	1 Hour
---	------	--	--------

VI. **Payment for Hours if not completed in any of the other options:**

1	\$25	Payment per Hour	\$25.00
---	------	------------------	---------

VII. **Service Hour Card**

- Bring your Service Hour Card to any events you work or when you bring food and it will be signed.
- Each family is responsible to get their Service Hour Card turned in before the yearly deadline to receive credit for their hours. **IF CARDS ARE NOT TURNED IN BY DEADLINE CHECKS WILL BE CASHED AND NOT REIMBURSED.**
- Service Hour Cards can be turned in as soon as completed.