



## 2022-23 Family Service Hours Information

### Why we have service hours

Volunteers are an essential part of the St. Francis Catholic High School community. Because of such dedication and support, St. Francis is able to provide our Troubies a holistic and enriching education grounded in our pillars of faith, excellence, leadership, and service. Thank you in advance for your service to our Troubies and the St. Francis community!

### Minimum Hours

Each St. Francis family is obligated to fulfill a minimum of 25 hours of family service each school year (minimum of 10 hours for parents of seniors). Single parents who are solely responsible for tuition have these hours cut in half. Parents with two or more students must meet the required service hours for the youngest daughter.

### How to earn hours

Hours earned through active service correspond directly with the time spent performing the activity. Hour requirements can be a combination of active service and school donations. A maximum of 15 hours of the required hours can be earned through donations of items needed for a specific event or purpose. Senior families can only earn 5 of their hours through donations. A minimum donation value of \$25 is needed to receive one hour of credit. Only designated items, delivered at requested times, will be counted towards service hour obligations. Please do not drop off items that have not been requested as they will not meet these requirements.

Student Year	Required Family Hours	Minimum Active Service	Maximum Hours for Donations	Completion Date
Freshmen, Sophomore, Junior	25 hours	10 hours	15 hours	March 31, 2023
Senior	10 hours	5 hours	5 hours	March 31, 2023

### Due Date

All Family Service Hours for the 2022-23 school year must be completed by Friday, March 31, 2023. Failure to complete your family service hour requirement will result in a mandatory \$1,000 non-participation fee due on May 1, 2023.

### Let's Get Started:

1. **Set up your MVP account:** Each individual volunteer needs to create a MyVolunteerPage (MVP) account to sign-up, log and track your hours. You must complete steps 2 and 3 below to be fully vetted for service; only when ALL steps are completed will you be able to see the current volunteer opportunities available for active service.  
[Here](#) is the link to create your account.

**2. Have your fingerprints/LiveScan completed and sent to the Diocese.**

[Here](#) is a link to the SFHS/Diocesan LiveScan form. Please note that this is the specific form you will need to take with you when having your fingerprints done. This form enables the company to send your results directly to the Diocese.

Find [LiveScan locations here](#).

**3. Complete the Safe Haven online training.** Return the certificate of completion to the front office.

[Here](#) is the link to the Safe Haven training. Please note that the Safe Haven training is only valid for three years. You will need to complete it twice during your daughters' four years.

*If you have already completed fingerprinting and/or the online training for the Diocese of Sacramento (not for the state, county or any other occupation or civic organization), we can contact them to confirm your status. Please fill out [this google form](#). We will inform you of your status once we hear back from the Diocese (1-2 business days)*

Additional qualifications are required to chaperone/drive students to off campus events and [details are on the website](#).

### Summer Opportunities

To get a head start on your 2022-23 hours, there are a few opportunities available over the summer to get ready for the upcoming school year. Please check the MVP site for details and dates. If you are unable to view the opportunities, you may still need to fulfill one or more of the qualifications (e.g., set up an individual MVP account, complete fingerprints or Safe Haven training).

- Locker clean out and combination check
- Classroom emergency bag inventory and restock
- Campus maintenance
- Data entry (onsite work / training required)
- SELFe Executive Committee
- Archive display
- Various donation opportunities

[Please check MVP regularly for the most current updated opportunities, information and details.](#)

Check out the MVP app for on the go sign ups. You can find this by typing in "Better Impact" into your app store search bar. Note: if you are a first time user, you must create an account using a desktop computer first. Once your account has been created, you can log in with the app to sign up and log hours. The icon will look like this.



For further questions you have, you can refer to the [website](#) or email [volunteerhours@stfrancisshs.org](mailto:volunteerhours@stfrancisshs.org).

**Thank you for your service and dedication to the St. Francis community!**