



Q&A About Volunteer Hours Commitment

Q: Why is the Volunteer Hours Commitment initiative needed?

A: Over the last few years we've seen our volunteer pool decrease while our needs remain steady for volunteers in order to maintain certain functions, activities and fundraising events. We are grateful to the many wonderful people that have stepped up to volunteer but if we don't engage our whole community in volunteer efforts, volunteers will get burnt out or we will have to decrease the opportunities we offer and/or increase tuition further to cover what volunteerism could supplement.

Q: Is it 20 hours per family or child?

A: It's 20 hours per family or 10 hours if you are a single parent family to be completed during the school year.

Q: I'd love to volunteer but my schedule doesn't allow me opportunities during the day and I have limited weekend time. How will I get my hours in?

A: There are lots of volunteer opportunities that aren't during the day or there are things that can be done at home or on weekends. Most of the fundraising events like Trivia Night, Dancing with the Stars and Auction are always looking for setup/clean up help and SeptemberFest is on the weekend. There is a volunteer form sent out with your back to school packets that includes larger events and their dates to help you plan ahead and the volunteer coordinator through Annunciation Parent Organization is available to offer additional opportunities.

Q: I'm not Virtus trained. How will I get my volunteer hours in?

A: While we encourage everyone to become a Virtus trained volunteer, there are volunteer opportunities that do not require Virtus training. Examples include setup/clean up of fundraising events or working in the used uniform room.

The current list of Virtus trained volunteers can be found [here](#). To get more information about becoming Virtus trained, [click here](#) or reach out to Nicole Bettini at nbettini@annunciationmsp.org or 612.824.9993 x251.

Q: How do I track my volunteer hours?

A: We have chosen Track it Forward for tracking hours. More information will be coming out this summer (2020) with login information and how to input and track your volunteer hours.

Q: Who will be reviewing and approving the hours I input?

A: The Volunteer Coordinator from APO will be reviewing and approving all inputted hours on a monthly basis. Annunciation School administration staff will also have access to review inputted hours.

Q: Do my spouse and I each have to do 10 hours to get to our 20 total hours?

A: No. If one parent does all the hours, that's fine or one parent does 6 hours and the other 14, for example, that works too, as long as you get to your total of 20. For those families that are separated or divorced, the same applies, as long as they work it out between the two of them and they complete 20 total hours, they have fulfilled their Volunteer Hours Commitment.

Q: I volunteer more than 20 hours a school year, can I donate any of my extra hours to another family?

A: Yes. You can donate up to 5 hours to one other family by indicating that in the note section when you document your hours in Track it Forward.

Q: If I volunteer more than 20 hours, should I enter in additional hours into Track it Forward?

A: Yes. The online volunteer tracking system, Track it Forward, will allow us to get a better idea of how much time is spent on certain fundraising events, in classrooms, etc. It also allows us to celebrate as a community how much we do together to make Annunciation great!

Q: How long after I've volunteered do I have to input my hours?

A: You'll have one (1) month from when you volunteered to input your time into the online system for it to count towards your total volunteer hours commitment.

Q: Does attendance at fundraisers count towards volunteer hours?

A: No. While attending fundraisers is important and FUN, there's a lot of work that goes into putting them on therefore attendance at them does not count towards your volunteer hours commitment.

Q: Does volunteering in the Church count?

A: No. The school needs volunteers to help keep many of its programs in place. Volunteerism in the church is an important component of the practice of our Catholic faith, however, the parish maintains its own volunteers.

Q: Can the service/volunteer work my child(ren) do count towards the Volunteer Hours Commitment?

A: No. These volunteer hours are specifically for parents and guardians of Annunciation students. However, grandparents may contribute towards the total volunteer hours total too.

Q: What will be the fee for volunteer hours not met in Phase II?

A: This is still being discussed. This initiative isn't meant to be penalizing and capturing additional dollars from families, it's about God calling each one of us to donate our time and talent and we need help from everyone. This Volunteer Hours Commitment is becoming more common in Catholic Schools as an expectation of how we practice our Catholic faith. More information will be available as Phase II is rolled out.

Below is a sample list of activities that do and do not count towards your Volunteer Commitment Hours. Additional opportunities will be at the discretion of the Volunteer Coordinator through APO.

Volunteer Activities that count towards total – Sample List Only	Volunteer Activities that DO NOT count towards total
Trivia Night – Fall	Auction parties used as fundraisers
Dancing with the Stars – early 2021	Boy Scout/Girl Scout Leader
Auction – Fall 2020 & Spring 2021	Coaching of community sports team even if all players are from Annunciation
Septemberfest – September 2020	
Lunch room or recess monitor - ongoing	
Grade rep for APO - ongoing	
Health office – ongoing	
Carnaval – February 2021	
Parent Room Volunteer - ongoing	
Setup for hospitality or staff luncheons - ongoing	
SCRIP - ongoing	
Barnes & Noble Book Fair - TBD	
Field Trip Chaperone – as needed	
Art Adventure - ongoing	
ASC or APO – 3 and 2 year terms	
Mystery Reader – ongoing	
Annunciation sports coach - ongoing	

A more detailed description of these opportunities, dates and the volunteer needs will be available later this summer.