

LINCOLN ACADEMY

FAQS ABOUT VOLUNTEERING

What is Lincoln Academy's volunteer hours policy? Lincoln Academy requests each family volunteer at least 40 hours per year. Families who cannot volunteer the 40 hours may make a \$500 donation in lieu of the annual 40 hour volunteer hour requirement. If they are interested in making the donation, please notify me immediately so we can have the appropriate people contact them.

How many hours do I need to volunteer each year? Lincoln Academy requests each family volunteer at least 40 service hours per school year. When your student was admitted to Lincoln Academy, you were asked to sign an Acceptance of Policy which explained this requirement.

Why does Lincoln Academy ask families to volunteer 40 service hours each year? Lincoln Academy asks families to volunteer 40 service hours each year for a number of reasons. First, family volunteers help Lincoln Academy be successful by allowing the school to provide activities and events we might not otherwise be able to do without volunteers. Second, families who volunteer at Lincoln Academy become more vested in helping the school and their student succeed at school. Lastly, volunteering at the school helps build support for the overall Lincoln Academy community by helping families, teachers and staff get to know each other as they serve side by side.

Why does Lincoln Academy ask families to have 25 of their 40 service hours completed by January? In January we ask all families to re-enroll at Lincoln Academy and this provides us an opportunity to see how families are making progress on their volunteer hours. There are many activities and events held during January and throughout the rest of the school year that need volunteers so if a family tells us they are committed to helping with these activities and has a plan to complete their 40 hours prior the end of the school year, it's okay if they don't have 25 hours in January. If families are having difficulty getting their hours at this point and don't have a plan to complete their hours we may meet with them and help them find ways they can complete their volunteer hours.

How is sibling preference affected by volunteer hours? Families will not be granted sibling preference unless they complete their annual 40 volunteer hours.

Any openings for the following school year are first filled with siblings of current students on the waiting list prior to giving these spots to families who apply through the lottery. For a sibling of a current student to be given sibling preference (preference over another student applying through the lottery), the family must complete their 40 service hours. While some families may have all 40 hours completed by the time an opening is offered (sometimes as early as February), many do not. If the family is making good progress toward the 40 hours, we will offer the open spot to the next student on the sibling preference list based on the condition that the family will complete the remaining volunteer hours prior to the end of the school year. If the family has not made significant progress toward the 40 volunteer hours by this time, the family's student on the sibling preference list may not be offered the open spot until significant progress has been shown.

How can I find ways to complete my 40 volunteer hours? The opportunities for volunteering are endless. You may participate on any of the PC committees, help with PC and school activities, volunteer in your child's classroom, assist with maintaining the grounds and buildings, do take home projects, drive and chaperone field trips and class activities, help with classroom parties, work with the art docents, file for the front office, supervise kids working in the Snack Shack, etc.

Additionally, check frequently for school-wide volunteer opportunities by going to the school's website www.lincoln-academy.org and by clicking on the tab across the top that says "Volunteer Needs". This will be updated regularly. These needs will also be posted regularly in a binder at the front desk which says "Volunteer Opportunities". Teacher specific needs should come directly from the teacher or room mother. There will also be volunteer needs posted in the PC Newsletter. Parents may also email the volunteer committee at volunteer@lincoln-academy.org or call Amy at (801) 369-3933 if they have any questions. Occasionally emails requesting help will be sent to all Lincoln Academy families.

How do I record my volunteer hours? To record your volunteer hours, you have two options. First, there is an index card box on the counter at the front desk which has a card in it for every family at the school. These are filed by last name. Please record your hours on this card when you volunteer at the school. If you

forget to do this, or are volunteering at home, you may send an email to volunteer@lincoln-academy.org indicating the date, how many hours, who performed the hours and what was done. Soon we will have a way to record and track your hours online, but it is not yet available. When it becomes available, you will be notified.

I work during the day so I can't come in and assist during the school day How can I get my volunteer hours? We have many opportunities for you to volunteer outside of school hours. Many school activities and events are held in the evenings and on weekends. We often need parent volunteers to assist with these activities. We also have projects that can be taken home and worked on. Please let us know your needs and we will find an opportunity for you. Ultimately, the responsibility rests on you to fulfill the volunteer hours. If you absolutely can't do it you do have the opportunity to make a \$500 donation to Lincoln Academy in lieu of the 40 volunteer hours.

Can my child/student do the volunteer hours for our family? Volunteer hours must be completed by a family member aged 15 or older. The only exceptions to this policy are stated in advance of the opportunity or activity. For example, during the summer we had some activities where we permitted students aged 12 or older (when approved in advance and supervised by a parent) to come into the school and work on very specific projects. When these exceptions occur, it is up to the parent to supervise the children and keep them on task. The parent must determine what percentage of the time the child kept on task and record the hours appropriately. Students who do not act responsibly and are not supervised may be asked to leave and their hours will not be counted.

Does carpooling for seminary count toward my volunteer hours? Seminary carpool does not count toward volunteer hours. Because seminary is not an official school activity, these hours cannot be counted.

Does driving to and from the school to volunteer count toward my volunteer hours? No. Your driving time from your home to the school and from the school to your home to volunteer for an event or activity does not count. However, if you drive a group of students to or from a field trip the driving time to and from the fieldtrip destination does count. You may count your driving time to pick up items or food for a school activity or event.

If I babysit for someone who is volunteering at the school, can I count the hours I was babysitting as my volunteer hours? Babysitting someone else's children while they volunteer at the school does not count as volunteer hours; however, it is a great idea to swap with someone who also needs their younger children watched while they volunteer at the school.

May I bring my younger children with me when I come to the school to help in the classroom? Young children should be left at home when you are volunteering in the classrooms. Even if your children are very quiet and obedient, it is often a distraction for the other students in the classroom. It may also be a distraction for you to have to watch your younger child instead of focusing on the students you are there to help.

My son or a friend of my son is doing an Eagle Project for Lincoln Academy. May I count my hours helping him on this project towards my family's 40 volunteer hours? If you are assisting with an Eagle Project for Lincoln Academy and the Scout is counting your hours towards his project, you may not count the hours towards your family's 40 volunteer hours.

I have already completed my 40 volunteer hours for this school year, do I still need to record my hours? Yes! Please don't stop recording your hours. Lincoln Academy often applies for grants which require us to indicate how many volunteer hours are done each year at our school. The more volunteer hours we can indicate have been completed, the better it looks. Also, if you have a Jr High student and you volunteer 240 hours or more in a given year, your \$75 Jr High registration fee will be waived for the following year.

I have already completed my 40 volunteer hours may I donate additional hours to a family who can't complete their 40 hours? If you have already completed your 40 hours and you wish to donate your hours to another family, please send an email to volunteer@lincoln-academy.org. We do everything we can to find ways for a family to complete their own volunteer hours. There have occasionally been extenuating circumstances in which the Administration has allowed for a family to receive donated hours. If you wish to do this, it must be approved in advance via email and you must submit the hours you wish to donate via email. If

there is a family who needs hours donated, we will contact you to let you know.
The family's name and your name will remain confidential.