

Parent Volunteering Program



St. Stephen's Armenian Elementary School
Ս. Ստեփանոս Ազգային Վարժարան

2024-2025

Outline

Volunteer Program Overview

Why volunteer?

- ◆ Helps the school fulfill its obligations and mission.
- ◆ Strengthens the school's financial standing.
- ◆ Helps strengthen the fabric of our society by bringing people together.
- ◆ Teaches our children the importance of giving back to their community.



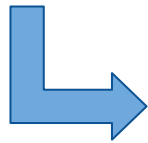
Program Overview

- ★ Families are required to give 10 hours of volunteer time to the school.
 - Any family member can serve on your behalf (e.g. a child's grandparent, aunt, uncle, etc.)
- ★ If hours are not be fulfilled, families must buy out their commitment
- ★ Volunteer hours and buyout requirement will be enforced:
 - Invoice updated once a month through the FACTS accounting system.
 - At the beginning of the school year, **each family's invoice will show a \$1,000 line item for volunteer hours.**
 - As hours are completed the account will be credited accordingly, at the rate of \$100 per hour served.
- ★ We have created new opportunities for volunteering such as time spent at committee meetings, work completed at home or an event, preparations, cleanup, or shopping for supplies, etc.
- ★ Donating goods does not count as volunteer hours.
- ★ The process for the entire program is outlined below

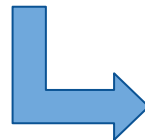


Program Overview

1- A \$1,000 charge is added to each family's FACTS account



2- Sign up to an activity or volunteer opportunity of your choice



3- Complete your volunteering responsibility and enter your hours into Renweb



4- For every hour of service, receive \$100 credit.

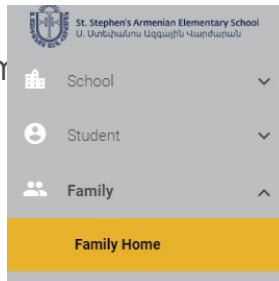


How to Submit Volunteer Hours

1. Access RenWeb through ssaes.org: [St. Stephen's Armenian Elementary School - RenWeb & Stay Informed \(ssaes.org\)](https://ssaes.org) 
- If you are a new SSAES family, please follow instructions to login to your account: <http://ssaes.org/images/Parents/ParentsWebLoginInstructions.pdf>

2. Once logged in, under Family, click **Family Home**

- a. click on family home



- b. click **Add** ->



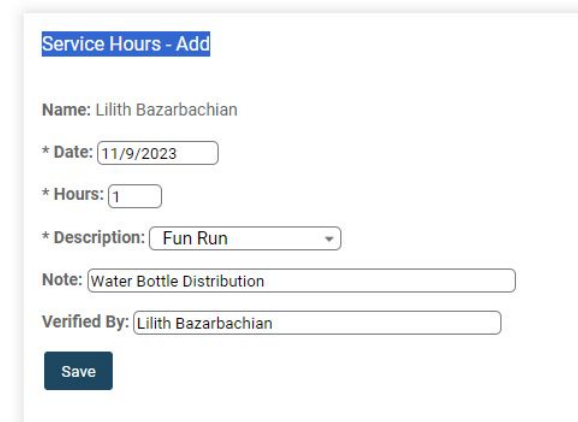
The screenshot shows a table of service hours. The 'Add' button is highlighted with a yellow arrow.

Date	Description	Hours	
4/6/2022	Room Parent	10.0	
12/21/2022	Armenian Cultural Day	10.0	
2/15/2023	Armenian Cultural Day	10.0	
10/18/2023	Armenian Cultural Day	10.0	
11/9/2023	Armenian Cultural Day	1.0	



How to Submit Volunteer Hours

c. Scroll Description. Describe your Duty, Enter PTO chair's name that approved volunteer hours and click **SAVE**.



Service Hours - Add

Name: Lilith Bazarbachian

* Date: 11/9/2023

* Hours: 1

* Description: Fun Run

Note: Water Bottle Distribution

Verified By: Lilith Bazarbachian

Save

1. In the **Service Hours** section, click Add and fill in the form. Enter the date of Service, the number of hours you volunteered, along with a Description of the volunteer activity, a Note with additional details (optional), and the name of the Committee.
2. Click **Save** when finished.

You are responsible for logging in your own volunteer hours on Renweb every month.



School Committees Overview

- Each committee will have Officers - a chair and at least 1 vice-chair
- These positions are elected by Committee members through a formal election process
- Officer terms begin and end after the elections in September (subject to change later this year)
- Officers are limited to a maximum of two one-year terms (if in the 3rd year there are no candidates for officers the existing officers can serve for an additional year.)
- Every committee will have at least 1 meeting with the Board during the school year
- Every Committee has a board Liaison. Committee Chair will be main point of contact to board Liaison
- Time spent serving on a school committee counts toward volunteer hours



2024-2025 Volunteer Opportunities

- **SSAES School Committees:**
 - Public Relations/Marketing Committee
 - Communications & Fundraising Committee
 - PTO
 - Health & Safety Committee
 - Technology Committee
 - Alumni Committee
 - Building Committee
 - Safety Committee
 - To sign-up for any committee, please email: school@ssaes.org
- **Christmas Children's Event: Date TBD**
 - Sign-up: Contact pto@ssaes.org if you would like to get involved.
- **Christmas Hantes: December 20, 2024**
 - Sign-up: Contact Dg Maral and Lilith if you would like to get involved.
- **Armenian Wine Fundraiser: TBD**
 - Volunteer Needs: Help organize and box each order for distribution/pickup.
 - Sign up: Contact pto@ssaes.org if you would like to get involved.
- **5K Run/Walk: Date: May 3, 2025**
 - Sign-up: Contact pto@ssaes.org if you would like to get involved.
- **Teacher Appreciation: May 5-9, 2025**
 - Volunteer Needs: Collaborate with PTO to organize a breakfast or lunch for teachers at both elementary and preschool buildings. Details TBD.

Sign up: Contact pto@ssaes.org if you would like to get involved.

