



**Q. How do I log my volunteer hours?**

A. Please log all your volunteer hours using the [time sheet form](#), once you have completed your volunteer shift.

**Q. Do all my hours need to be entered into the time sheet form?**

A. Yes, all your hours need to be entered. The time sheet is easy to use, and you can make your entries from your mobile device or on your computer.

**Q. I just signed up for a volunteer shift that is coming up in a few weeks. Can I log my hours now?**

A. Please wait until you have completed your volunteering to enter your hours. This will help ensure that actual volunteering time is entered, in case schedules change or volunteering time may not be the same actual duration as the time slot.

**Q. How long do we have to complete Volunteer Hours?**

A. The Volunteer Year runs from **May 1st** of the previous school year, to **April 30th** of this school year. This gives the Parents' Club a chance to tally the hours, and to bill and collect any payments necessary, before the school year ends, and the summer begins.

**Q. I signed up for Traffic Duty and Event Center Duty for May - June 2021. Will I get credit for them in 2020-2021?**

A. No. The volunteering that occurs in May and June, including for Traffic Duty and Event Center, will count toward your volunteer hours and required shifts for the following academic year.

**Q. How can I check on how many hours I have?**

A. If you need to receive your hours balance to date, please contact the Volunteer Coordinator and a current total will be emailed to you.

**Q. What about automatically capturing hours through Konstella sign-ups?**

A. Currently, Konstella does not tally hours for volunteer shifts.



**Q. Will my Traffic Duty Hours be captured automatically?**

A. No, they will not. Please enter your Traffic Duty hours through the [time sheet form](#).

**Q. Will my Event Center Duty Hours be captured automatically?**

A. No, they will not. Please enter your Event Center Duty Hours through the [time sheet form](#) to get credit.

**Q. I volunteer frequently and regularly. Can I enter my hours by the month in a large block?**

A. No, to maintain accurate records, we ask that you make at least one entry for every day you volunteer. If you are volunteering twice in a day for unrelated tasks, please make two entries.

**Q. Do I still get hours for bringing items to classroom/school functions?**

A. No. Due to the large range in value of items that our parents generously donate, it has been determined that donating items to class events or other donations will not directly convert to volunteer hours. The time you spent in acquiring or making the items **can** be logged as volunteer hours (for example, shopping for forks for class event - 0.5 hours; getting and cutting up fruit for 25 people – 0.75 hours).

**Q. What if I have an idea to make an aspect of the school better? Can I invite myself to volunteer?**

A. Yes! Please contact a Parents' Club member or St. Theresa teacher or staff whose role is relevant to your idea. We appreciate any and all creative ideas and efforts you wish to contribute to improving our wonderful St. Theresa community. You do not need to wait for a volunteer opportunity to be formally announced.

**Q. What if I end up volunteering for the school in a spontaneous moment? For instance, I helped out after a game to haul some stuff and to clean up because the clean-up crew was overwhelmed. Do I get to log those hours?**



ST. THERESA  
SCHOOL

## Frequently Asked Questions about Volunteering at St. Theresa

A. Yes! The time sheet form allows all volunteering hours to be logged, spontaneous or planned. If you put in the effort, you will get credit!

### **Q: Why are we charged for missed “volunteer” Traffic and Event Center shifts?**

A: Traffic and Event Center duty are essential for the safe operation of the school. The Parents’ Club worked to ensure distribution of shifts so that the burden is shared equitably among all families. The fine structure is in place to communicate the importance of these functions and help make sure that parents keep their commitment. The alternative to parental volunteers for these functions would be to hire outside staff, increasing the school’s operational costs.

### **Q. What if I have more questions?**

A. Please email our Volunteer Coordinators John O’Sullivan at [jfosull@gmail.com](mailto:jfosull@gmail.com) or Aspasia Iosifellis at [aspasia.iosifellis@gmail.com](mailto:aspasia.iosifellis@gmail.com) or send a message via Konstella.

**And don’t forget! Please continue to log your hours through the [time sheet form](#)!**