



## **Family Volunteer Program FAQ (2026–2027)**

### **Why is St. Mary's introducing a 10-hour family volunteer expectation?**

As St. Mary's celebrates 60 years of Catholic education, we are continuing to strengthen the culture of service and community that makes our school special.

Requiring 10 volunteer hours per family each year is a new initiative designed to encourage meaningful family engagement while supporting the many events, traditions, and programs that enrich student life.

This initiative is not intended to create stress or pressure, but rather to create opportunities for connection, service, and shared experiences within our school community.

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### **Why is volunteering so important at St. Mary's?**

Quite simply, St. Mary's thrives because of our families.

From the Kick Off Cook-Out to Gala, carpool, field trips, cafeteria support, and teacher appreciation events, volunteers help create the experiences that students remember most.

Volunteering also models service, generosity, and community involvement for our children and reinforces our PBIS behavior modeling system.

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### **How many hours are required? Are there exemptions?**

Each family is asked to complete **10 volunteer hours per school year**.

If you serve as a coach, room parent or PTO board member, you are exempt from this requirement.

Note: Middle School student service requirements remain separate from family volunteer hours.

## **What kinds of activities count toward family volunteer hours?**

There are many ways to serve, including:

- PTO events and committees
- Lunchroom volunteer
- Library volunteer
- Morning carpool
- Classroom support
- Teacher appreciation activities
- Field trip chaperoning
- Festival and community events
- Setup and cleanup assistance
- Admissions and hospitality support

Some opportunities happen during the school day, while others are evenings or weekends.

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## **What if I work full-time or have a difficult schedule?**

We understand that every family's availability looks different.

The goal is flexibility and shared participation, not perfection. Volunteer opportunities will include a variety of:

- daytime,
- evening,
- weekend,
- at-home,
- and short-term options whenever possible.

Every small contribution of time and talent makes a meaningful difference!

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## **Can grandparents or other family members volunteer?**

Yes — grandparents and extended family members are welcome to volunteer if they complete all required Safe Environment and volunteer compliance requirements.

## **What training or paperwork is required? How long does it take?**

To volunteer on campus or on field trips, families must complete the Diocese of Richmond Safe Environment requirements, including:

- VIRTUS training
- Background screening
- Required diocesan forms

Please note that processing can take several weeks, so families are encouraged to complete requirements early in the school year. Additional forms are required for field trip drivers and chaperones.

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## **How do I log volunteer hours?**

Volunteer hours can be logged directly through the FACTS app using the Volunteer icon as outlined in the handbook appendix. You can also log hours through the FACTS website using the detailed instructions below.

### **How to Log Volunteer Hours in Renweb FACTS Family Portal:**

1. Visit: <https://familyportal.renweb.com/en-us/>
  2. Login with your credentials and our District Code: SMC-VA
  3. From the left-hand menu, select “Family”
  4. Choose the name of the family member who completed the service
  5. Click “Add” in the Service Hours section
  6. Complete the form with the relevant details
  7. In the “Verified By” field, enter the name of the event or group organizer (e.g., the classroom teacher or auction chair)
  8. Your hours will be tallied and visible below the name
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## **What if I’m not comfortable volunteering in classrooms?**

That’s completely okay! There are many behind-the-scenes opportunities that support the school community without requiring classroom involvement. We are confident that every family can find a role that fits their comfort level, schedule, and gifts. If you need guidance, let us know.

## Is this about fundraising?

No. While some volunteer opportunities support fundraising events, the larger purpose of this initiative is community engagement, partnership, and service.

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## What if my family does not complete the 10-hour requirement?

Families will be charged \$25 per hour not completed through FACTS billing.

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## How can I get started?

- Review the Volunteer Handbook
- Complete Diocesan Safe Environment requirements
- Watch for PTO sign-ups and volunteer announcements
- Reach out to PTO leaders or school staff with questions
- Log Family Volunteer Hours using the FACTS app or FACTS SIS website

We are grateful for the many ways our Monarch families continue to show up for one another and for our students. Be sure to visit the Volunteer section of our website for updates!

