

ST. ELIZABETH ANN SETON
CATHOLIC SCHOOL



CARDINAL COLLABORATIVE

Parent Volunteer Program



SERVICE



St. Elizabeth Ann Seton Catholic School is built on the principles of faith, community, service and Christian love. We provide numerous opportunities for students to serve others throughout the school year as part of our social justice teaching. We believe that parents and guardians, as primary educators, serve as role models for their children by volunteering their time and talent in service to the school.

St. Paul says, “There are varieties of gifts, but the same Spirit; and there are varieties of service but the same Lord; and there are varieties of working, but it is the same God who inspires them all in every one. To each is given the manifestation of the Spirit for the common good.”

Beginning with the 2022-2023 school year, each family at St. Elizabeth's will participate in Cardinal Collaborative. This service program requires that parent and guardians donate 12 hours of time and talent to the school (6 hours for single-parent families)

CARDINAL COLLABORATIVE

Numerous opportunities are available for parents and guardians to volunteer during the school day, evenings and weekends to be active in the life of the school.

Volunteer opportunities include school event/activity planning, set up/clean up for a school event, cafeteria supervision, WatchDOGS, office help, library help, Seton Soiree planning or volunteer, Fall Festival volunteer, assisting a teacher with copying, laminating, cutting etc., athletics coaching, substituting, concession stand, field trip driving, Trivia Night help, Run for Fun planning or volunteer, Book Fair help, PTO Officer, School Advisory Council member, Golf Tournament Chair or volunteer, Used Uniform Sales help, athletics volunteer and many more!

With the help of parent volunteers, we can continue to provide a quality Catholic education for our community. Our students will reap the rewards from active parent participation!

IMPORTANT DETAILS:



- Hours can be accumulated for the 22-23 school year from July 1, 2022 - April 30, 2023.
- Parents are responsible for tracking hours in the "Parent Service Hour" area of the FACTS Family Portal (formerly known as ParentsWeb). Instructions are included in this publication.
- The volunteer hours must be completed by parents, guardians or grandparents. Service completed by students or older siblings does not count toward the 12-hour requirement.
- Parish volunteer hours do not count toward this program.
- Those families not fulfilling the 12-hour minimum requirement by May 1, 2023 will be charged \$20 for each hour not fulfilled. This charge will be added to the family FACTS account.
- Carryover hours are not permitted.
- In accordance with archdiocesan guidelines, all volunteers must complete Safe and Sacred training.



NOTE:



The school will publish volunteer opportunities on a regular basis. Parents should read all school communications to stay updated about volunteering.



Activities that cannot be counted toward Cardinal Collaborative requirements include: attending meetings, attending school events, attending school Mass, attending class parties or performances, attending field trips (driving DOES count), eating lunch with students, attending parent/teacher conferences, etc.



**“For even the Son of Man
did not come to be
served, but to serve,”
Mark 10:45**

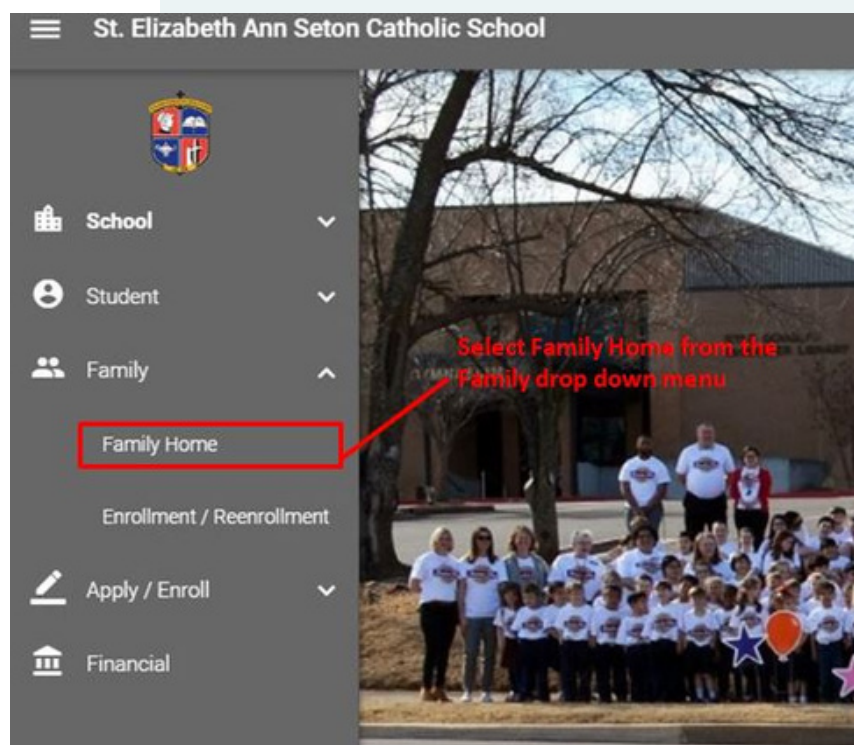
Step 1:

Log into the FACTS Family Portal at:

<https://renweb1.renweb.com/renweb1/#/Home>

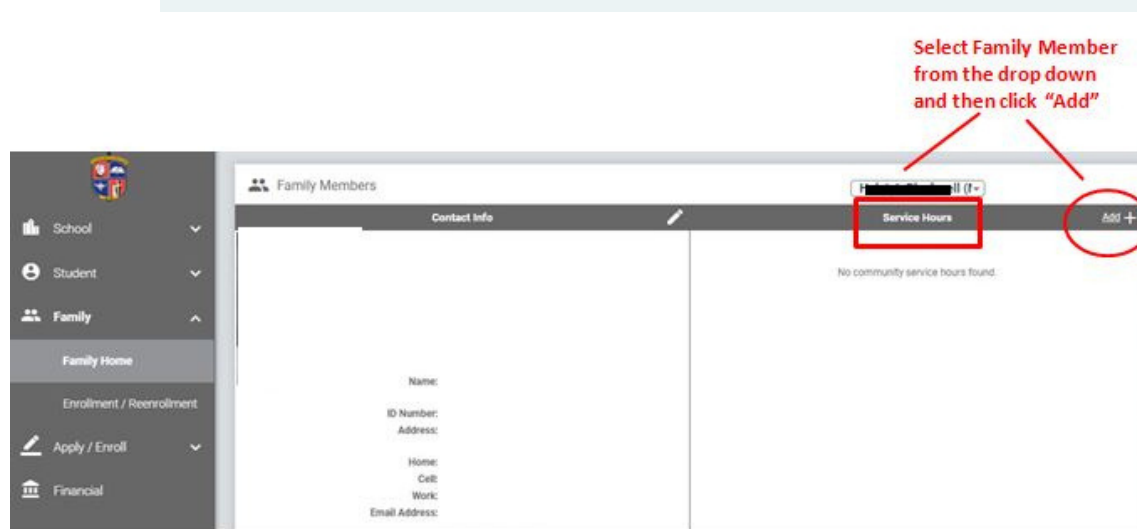
Step 2:

Navigate to the Family Home menu option:



Step 3:

This will bring up the family home page. The service hours section is located in the middle of the screen. Select the parent/guardian's name through the drop down box and click "add" to record a new service hours entry.



Step 4:

Complete all fields in the service hours entry box and click "Save" when finished.

Service Hours - Add

Name:

* Date: 8/16/2022 — Enter date of service

* Hours: 2 — Enter number of hours worked

* Description: PTO Activity Volunteer — Select type of service from drop down menu

Note: Set up for teacher luncheon — Description of service

Verified By: Laura Cain — Event coordinator, teacher or administrator who can verify the hours worked

Save

Step 5:

This screen will appear once you have submitted the entry. At this point you can choose to add another entry or navigate back to the Family Home screen.

Service Hours - Add

Service Hours submitted successfully.

[Add More Service Hours](#)

[< Back to Family Home](#)

Step 6:

Family Home page will now display all entries logged. If you need to edit or delete an entry, click on the pencil.

Service Hours (1)

Date	Description	Hours	
8/16/2022	PTO Activity Volunteer	2.0	

Home screen now shows service hours logged. Click the pencil if you need to edit an entry.

Please contact the school office with any questions. Thank you for your continuous support!