

## **Sager Classical Academy Volunteer Policy**

### **Volunteer Hours**

Each SCA family is asked to volunteer a minimum of 15 hours by the last day of the school year. Volunteer hours may be fulfilled by a parent/guardian, a student (where appropriate), or a combination of these options. Families may choose to buy out their volunteer hours for a total of \$300 by emailing [volunteer@sageracademy.com](mailto:volunteer@sageracademy.com) for an invoice.

### **Tracking**

Volunteer hours are self-reported. SCA families will receive a downloadable form that may be filled out manually or electronically. Families are encouraged to record *all* volunteer hours (even beyond the minimum 15). This documentation is important for many operational aspects of the school, including accreditation processes, grant applications, and donor relations. Completed forms should be emailed to [volunteer@sageracademy.com](mailto:volunteer@sageracademy.com) by the last day of the school year. Events that count for volunteer credit will be listed in the parent volunteering portal on the SCA website, where volunteers can sign up on the individual Signup Genius links. As backup, Signup Genius also logs volunteer hours to the email address used on the signup. A report of these hours may be requested by emailing [volunteer@sageracademy.com](mailto:volunteer@sageracademy.com).

### **Signup Genius**

Families are not required to have a Signup Genius account to sign up for events or track volunteer hours. However, families may choose to utilize a free Signup Genius account for more options, such as setting preferences for text or email reminders. The free Signup Genius app may also be helpful for use on mobile devices.

### **Background Checks**

A background check will be required for any volunteer working directly with students. SCA will contact the volunteer to complete this process when needed.

### **Volunteering**

For events occurring during the school day, volunteers should check in at the front desk of the school. For events occurring during non-school hours, volunteers should check in with the event coordinator listed on the signup page.

Volunteers should make every effort to attend events for which they sign up. When this is not possible, the volunteer should remove his or her name from the signup page promptly. Accurate signup pages allow event coordinators to know who to expect, tracking of volunteer hours to remain accurate, and other families to utilize volunteer opportunities.

### **Unfulfilled Hours**

After the last day of the school year, families will be invoiced for any unfulfilled hours at a rate of \$20 per hour. A hold will be placed on final report cards and/or transcripts, as well as enrollment for the following year, until payment has been received.

### **Questions**

Please direct any questions regarding volunteering to [volunteer@sageracademy.com](mailto:volunteer@sageracademy.com).