

Volunteer Program Outline

Woodland Christian High School recognizes and appreciates the input of volunteers to keep the cost of Christian Education as affordable as possible for as many families as possible. The principles set forth to govern the Volunteer Program at Woodland are listed below. Specific examples and models have been intentionally omitted to allow for creativity and ingenuity within the Woodland community to meet the financial needs and obligations of the Tuition Assistance Bursary Fund.

Guiding Principles:

Woodland Christian High School depends on parents and members/supporters to carry out its mission and to keep tuition fees as low as possible. The intent of the volunteer structure at Woodland is to:

- Encourage awareness and involvement in school operations.
- Build a strong supportive school community within and outside of the school.
- Encourage families to contribute to the sustainability of Christian education through new student recruitment and fundraising.
- Volunteer activities should have a direct financial benefit to the school.
- Volunteer hours for fundraising and those completed as a graduation requirement for community service hours by students will be kept separate and may not overlap.

Program Structure:

The volunteer structure at Woodland reduces everyone's tuition equally and maintains compliance with the Canadian Revenue Agency. Therefore, all Woodland families are asked and expected to participate in the volunteer program of the school. Not all opportunities fall under the "volunteer hours" program - parents and supporters will also be asked to participate in a number of activities and events that enhance and cultivate a positive school culture, but only activities that lead to reducing school costs or increasing school revenues will be reviewed and recorded as volunteer hours.

Two-parent families are expected to complete a minimum of **20** volunteer hours per year per family, and single parent families are expected to complete a minimum of **10** hours. Hours cannot be transferred between families nor accrued from year to year by the same family. The volunteer service hour graduation requirement for students will be kept separate from the volunteer program and will not be counted as part of this requirement. Even though activities may overlap, hours will only be counted once; either as Volunteer Hours or Student Volunteer Hours.

Families who do not participate in the volunteer structure at Woodland will be asked to make a donation toward the Tuition Assistance Fund. This donation can be made as part of the tuition statements and intention forms sent out by the Business office in August, or may be addressed if the volunteer time commitment is not met by June of the current school year. The suggested minimum donation amount may vary year to year depending upon the fund balance but will be set by the Business office and Assistance Review Committee.

Woodland desires that its volunteer program will prove to be a great incentive for parents to be more involved in helping operate the school while building commitment to Christian Education and connection between the school and its community.

What it Looks Like:

The geographical regions of Woodland are necessary to maintain local contact and connections with churches, schools, and families.

Each geographical region (designated and referred to as *chapters*) requires local leadership and will be led by a Chapter Chairperson whose duties are to maintain consistent communication with school officers, encourage and support the local chapter members, and to help the school in filling positions on the transportation, or hospitality committees. The chapter role in promoting and supporting Christian education within the community is a vital role to the stability and increase of student enrollment, fundraising, and school exposure within each chapter.

Parent/student volunteers are required to sustain and execute certain fundraising activities at the school. It is critical, whether parents need or want volunteer hours, that the fundraising activities of the school are fully supported by the entire Woodland community. Without the participation of volunteers many of the events cannot be sustained. In essence, volunteers are the lifeblood of the fundraising and event systems at Woodland Christian High School. Since volunteerism keeps tuition at a lower rate for all families and provides additional assistance to families that may need a little extra financial help, it is a great way to maintain and develop a sense of school community. Community building and volunteerism (whether parents wish to count their hours or not) contribute to a positive school culture and give families ownership of the secondary school experience.

The following “events” need volunteer coordination, promotion, and execution (sometimes at the local level) annually:

- School Events (Grandparents Day, Grade 8 Day, Concerts, etc)
- Good and Services Auction/Dessert Social – Feb/March
- Annual Fund Drive – April/May
- Annual Golf Tournament – June

Other events/fundraisers may be operated locally and/or in conjunction with the local elementary school, but should be promoted school wide and may include: pie sales, poinsettia sales, chicken sales, Gift Card programs, Citrus Sales, etc. All fundraisers should be communicated to and approved by the Development Office to ensure that they meet the guiding principles of the volunteer program, prior to accumulating hours. Other fundraising options and ideas will be explored and entertained for the school community as they arise, please direct all inquiries and suggestions to the Development Office.

In general, volunteer hours will be calculated on an hour for hour basis. Submission of hours will be available online while being tracked and managed by the school office.

Examples of Volunteer Hours:

- Coordination of Fundraising Events such as the Auction or Golf Tournament = 100% of required hours
- Volunteer to help execute a Fundraising Event = Hours Involved (ie. 5)
- Getting Event Sponsors = See the calculations below for number of hours earned.
- Committee Work = Hours Involved or a predetermined amount.
- Library = Hours Involved
- Attendance at Membership Meetings = 2 hours per member per meeting.

Volunteer Hour Submission and Calculations

Volunteer hours are submitted through an online tracking system found at the volunteer webpage: www.woodland.on.ca/volunteers. Each family that wants to track their volunteer hours must use this system. If you do not have internet access, or have trouble with the system, then you may contact the Development Office to have the hours recorded on your behalf.

Everyone participates in the volunteer program one way or another. Some people choose to do their fair share by making a donation, others by donating their time or talents to the school community for specific events. Outlined below are ways that the volunteer hours should be calculated and the school will use the following guidelines to cross check and confirm the fair submission of hours.

The spirit of the program is based on the honest evaluation and submission of hours that benefit the school directly in reducing the cost of Christian education for everyone.

1. Voluntarily contribute to the Tuition Assistance Fund a *minimum* donation of \$800.
2. Complete 20 hours as a two parent family (or 10 hours as a single parent family)
 - a. Hour for hour volunteering of your time at the following events to ensure the execution of the activities:
 - i. Auction
 - ii. Golf Tournament
 - iii. Hospitality Events such as Grandparents' Day, Membership Meeting, etc.
 - b. Donate items to fundraising events:
 - i. Donated items will be assessed and hours will be allocated based on the lesser of two criteria:
 1. The fair market value (FMV) of the item or
 2. The amount received for the item if lesser than the value.
 - ii. Events needing items:
 1. Auction
 2. Golf Tournament
 - c. Getting Sponsors of fundraising events:
 - i. Several events have corporate sponsors that underwrite the event through their donations. Over the years the school has established regular and ongoing partnerships with several sponsors including alumni families. The school recognizes the contribution of these sponsors. A list of these sponsors is maintained by the event coordinators and should only be approached by those designated by the event committee. Committee members approaching sponsors in this manner will receive volunteer hours for their committee work on an hour-for-hour basis. The value of the sponsorship is irrelevant and will not be taken into consideration in the calculation of volunteer hours.
 - ii. New event sponsors may be used in the calculation of volunteer hours based on the following criteria:
 1. The have not sponsored the event within the past 5 years, therefore being deemed as *new* or a *renewed* interest in the school.

2. The value of such sponsorships will be taken into consideration in the calculation of hours as follows:

\$0 - \$99	=	2 hours
\$100 – 499	=	3 hours
\$500 – 999	=	4 hours
\$1000 +	=	5 hours max

d. Fundraising Sales

i. One (1) volunteer hour will be awarded for every \$25 of *profit* raised by an individual through sales of various kinds. Please note this is based on the profit of the sale not the cost or value of the sale. See the event coordinator for the profit ratio per dollar sold: ie. \$0.25 on every dollar sold.

e. Fund Drive Participation

i. In order to show the importance and value of the Annual Spring Fund Drive a 3:1 ratio will be established.

1. Every hour worked on fund drive will equal 3 volunteer hours.
2. The following jobs qualify for the following allocations:
 - a. Pre-drive preparation & letter delivery: 2 hours = 6 VH
 - b. Call Canvassing: 2 Hours = 6VH
 - c. Driving Pickup: 1 Hour = 3 VH
 - d. Follow up calling: 1 Hour = 3 VH
 - e. Canvassing Visits: (5 Visits = 20 VH)
 - f. Area Coordinator: (30 VH)

This is a guide and subject to change. The intent of this document is to give an overview of the fundraising and volunteer activities of the school. This is not an exhaustive list of activities since projects change and unforeseen opportunities arise. All fundraising activities must be preapproved by the Development Office before being scheduled or implemented. All activities will be governed by the fundraising policies set for by the Board of Directors (*copies available upon request*).

REMINDER: The spirit of the program is based on the honest evaluation and submission of hours that benefit the school directly in reducing the cost of Christian education for everyone.