

St. Paul Catholic School

Time, Talent, and Treasure Commitment

Being part of the St. Paul Catholic Parish & School community expresses your family's commitment and dedication to supporting its overall success. In addition to tuition payments, K-8 families are asked to volunteer a minimum of 20 hours of service to St. Paul School and/or Parish. This volunteerism commitment is to help support parish subsidized tuition*.

Tuition rates will be based on a family's commitment to the volunteer service mission of St. Paul School and Parish. A fee of \$100 per hour for uncompleted service hours (an increase of up to \$2,000 per year for tuition) will be assessed prior to the final registration for the next school year or release of transcripts. Please see handbook regarding the Diocese Family School Agreement for more information regarding a Catholic Christian Education.

Volunteering plays a crucial role in enriching the educational experience of unity in our school! Your involvement contributes to the values of service and compassion that underpin our school's mission. Please pray about the many ways your service is needed.

Ways to Get Involved

Parish Ministry: <https://www.stpaulhighland.org/Parish-Life---Stewardship>

- Liturgical Ministers
 - Hospitality Ministers, Sacristans, Ushers, Altar Servers, Lectors, Eucharist Ministers, Greeters, Musicians, Choir Members, Gift Bearers, Homebound, Housekeeping
 - Contact Lorraine Senci at the Parish Office to get added to the list lsenci@stpaulhighland.org
- Parish Ministries
 - Get Involved in Parish Life & Stewardship Organizations:
 - Parish Leadership - Pastoral Council, School Board, Stewardship, Faith Formation, Religious Education, Sacramental Prep, Youth Ministry, PSR, EDGE, etc.
- Parish Fundraisers
 - Kirchenfest - All Hands on Deck! We need all school families to volunteer for this event <https://stpaulkirchenfest.com/>
 - Special Events

School Volunteers:

- School Fundraisers
 - Dinner Auction
 - Golf Tournament
 - Trash Bag Sales
 - Discount Card Sales
 - Mum Sales
 - Giving Tuesday
 - Restaurant Nights
 - Special Fundraisers
- Viking Ambassadors
 - Community Outreach
 - School and Classroom Support (Cafeteria, Library, Classroom and Office Volunteers, Picture Days, House Activities, Uniform Exchange, Field Trip Chaperones, etc.)
 - Special Events (Open Houses, Trunk or Treat, Student/Teacher Appreciation Days, Donuts with Grownups, CSW, Parades, etc.)
- Athletics
 - Coaching, Assistant Coaching, Volunteer Coaching
 - Concession Stand, Scorebook, Score Clock, Gate - look for signups.

****The Parish subsidizes every K-8 student over \$3,500 off the cost to educate; therefore, your service contribution is needed to help support the parish for their generous offering.***

(See backside for instructions on how to enter volunteer hours in FACTS.)

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How to Enter Volunteer Hours in FACTS

Family volunteer hours must be reported through the FACTS family portal and can be received by parents, grandparents, and other adult family members. Student service hours are not included in the 20-hour minimum requirement. [Volunteer hour reporting timeframe will be from January 1 through December 31.](#)

1. First, click on the FACTS Family Portal link on the SPS Website at www.stpaulvikings.org. Our District Code is STH-IL
2. Login to your FACTS Family Portal using your username & password. If you need help logging in, please contact the school office.
3. Once you are logged into the FACTS Family Portal, you will see a main menu to the left. Click on the 'FAMILY' menu item on the left-hand side of the page.
4. The 'Family Home' screen will appear. The first family member will be listed above the 'SERVICE HOURS' column in a dropdown menu. To enter Service Hours for this family member, click on 'ADD' in the 'SERVICE HOURS' column. To switch to another family member, click on the dropdown and choose another parent name.
5. When you click on 'ADD' under the appropriate parent name, the screen for inputting service hours will appear.
6. Enter the Date, Hours, and Description of when the volunteering took place. Under the 'NOTE' area, please list if you are recording volunteer hours for another family member. Remember, student volunteer hours do not apply to the 20-hour volunteer minimum requirement. Under the 'VERIFIED BY' section, please enter the name of the person who designated the volunteer work.
7. Click 'SAVE' when complete. You can either "Add More Service Hours" or go back to the "Family Home" screen when complete. The Service Hours that have been entered will display in the 'SERVICE HOURS' column. To see the Service Hours for another family member, simply click on the parent name on the dropdown menu to display their screen.
8. If you need additional help entering service hours, please contact the school office.