

Saint Martin de Porres School

Parental Involvement Program (PIP)

2024-2025

PIP encourages the parents of our school children to be active in school life. Parents volunteer their time and talents to help us run the school's fundraising events, which are sponsored by the Parent School Association (PSA). The program provides a unique forum for our families to work together and build our school community. This is vital to keeping our school tuition and fees low. Volunteering also sets a wonderful example of Christian service for our children.

Each SMDP family must sign the enclosed PIP Contract by August 26, 2024. The contract states that each family is obligated to volunteer the required hours between September 1st and May 22nd of the 2024-25 school year. Details are as follows:

- **REQUIRED HOURS:**
 - 20 PIP hour requirement per family with children in Grades K-8
 - 10 PIP hour requirement for families that have only a child in PK3/PK4
 - 1 volunteer hour = 1 PIP hour
 - Each \$10 donation (snacks, water, baked goods, etc.) = 1 PIP hour
 - Max of 10 hours for donations (Grades K-8); Max of 5 hours (PK3/PK4)
 - Max of 10 hours for the school play (Max of 15 hours for Dept. Leads)
- **OPT-OUT FEE:** Families may opt-out of their PIP requirement for a donation to the school in the amount of \$400, payable no later than September 30, 2024. (The amount will increase to \$25 per hour after this date.)
- **EXCEPTIONS:** Our Parental Involvement Program allows ample and flexible opportunities to volunteer. In the event of *extreme hardship*, a family must submit a written request to the school by September 15, 2024, for consideration of a reduction in hours. Prior year status will NOT be considered.
- **TRACKING:** A "Read Only" Google Doc that lists each family's earned PIP hours will be available to view at any time. After each PSA event, volunteers should check their PIP hours for accuracy. Only the PIP Coordinator is able to input hours. Please make sure the school has a working email address on file to send you the Google Doc link.
- **REMINDERS:** The PIP Coordinator will send out PIP progress emails in January & April reminding families to check their PIP hour status. Remaining PIP hour opportunities will be listed in the email.
- **RECORDING VOLUNTEER HOURS:** The **PIP Volunteer Hour Binder** will be kept in the school lobby. Each event will have its own Volunteer Sign In/Out Sheet. When volunteering, you must record your hours with a description in this binder. After the event, the volunteer hours will be confirmed by the event chair, logged into the PIP Google Doc by the PIP Coordinator, and the event will be closed within two weeks. **Once closed, no further PIP hours will be given for the event.**

- **RECORDING DONATION HOURS:** The **PIP Donation Hour Binder** will be kept in the parish lounge. Each event will have its own donation sheet. When dropping off a donation, the parent must log the item and its value in the binder under that event. The donation itself must be labeled with the family's name and grade. After the event, the donation hours will be confirmed by the event chair, logged into the PIP Google Doc by the PIP Coordinator, and the event will be closed within two weeks. **Once closed, no further PIP hours will be given for the event.**
- **FAILURE TO MEET THE PIP REQUIREMENT:** Per the signed PIP Contract, families who do not complete the full 20 PIP hour requirement by May 22nd will be assessed a fee of \$25 per unfulfilled hour.

2024-2025 APPROVED PIP HOUR OPPORTUNITIES

Please note that other activities, such as field trips and class parties will not be eligible for PIP hour credit.

Room Parent • 20 PIP hrs

Event Chair • 20 PIP hrs

PSA Meeting Attendance • 1 PIP hr

Filling Blue School Folders

Family Game Night (September)

Scholastic Book Fair (October)

Trunk or Treat (October) • 3 PIP hrs per car

Family Fun Night (October)

Holiday Tea Party (November)

Christmas Shoppe (December)

Pancake Breakfast (January)

Father Son Bowling

Pasta Night (February)

School Play • Up to 10 hrs / 15 for Dept. Leads

Daddy Daughter Dance (May)

Field Day (June) • Up to 3 hrs

Gala & Auction • 20 hrs for Coordinators

SMDP Gala & Auction

Our Gala & Auction is the most distinguished and most profitable of our PSA events! It requires months of planning, but the reward for our school is so great. The chair of the event does a fantastic job but needs lots of support from a number of coordinators to make it happen. **Gala coordinators will receive 20 PIP hours.** A description of the volunteer duties for each coordinator is attached. Please review it and consider joining the Gala team. We'd be so happy to have your help!