Volunteer Service Program (VSP) - Policy and Procedures

I. **Program Requirements**
    A. Each Family must fulfill a required amount of volunteer points for each school year **(Aug. 1 - July 31)** as follows:
        1. Two-parent Households - **20 points**
        2. Single-parent Household - **10 points**
        3. TCS Staff - **10 points**
    B. Service points can be fulfilled by any member of the immediate or extended family such as students, grandparents, aunts/uncles, ect.
    C. Service points can be accrued through any of the volunteer opportunities listed on the Sign-Up Genius form. Additional volunteer opportunities will arise throughout the year but should be approved by the VSP Administrator if the volunteer would like to count those points towards their Family total.
    D. Families will have the option to "opt-out" of required volunteer points for the following fee:
        a) Two-parent Household - **$200**
        b) Single-parent Household - **$100**
    E. The VSP Admin reserves the right to waive points in the event of extenuating circumstances.

II. **Volunteer Sign-up Procedures**
    Volunteers should follow the following protocols to ensure accurate record-keeping of service points fulfilled:
    A. Prior to any service, Volunteers should sign up for their service opportunity through the Sign-Up Genius Form ([click here](#)).
    B. After the date of service, each volunteer should self-report points served through their Family Renweb ([click here for detailed instructions](#)).

    NOTE: All VSP points are the responsibility of the volunteer to enter; incomplete or not-entered points will print out as "0" unless otherwise noted.

III. **Exemptions from Qualifying Service Points**
    The following volunteer opportunities **will not** count towards the required total:
    A. Any service that is for the benefit of a single classroom or group. i.e. Senior All-Nighter, 5th-6th Pizza lunch, 8th grade Applebee's Breakfast, etc.
    B. Baked Goods for school events that are resold for profit.

IV. **Fulfillment Particulars**
    A. Each Volunteer Service Program year runs from **Aug. 1 - July 31**.
    B. Points not served for the current program year will be added to the **September tuition bill** at **$10 per point** still remaining. A corresponding email and letter will be sent out at this time to confirm this charge.
    C. Points fulfilled beyond the required amount **will not** be rolled over to the following year.

Questions? Please email Tracie Kumko at: VSPadmin@triunitychristianschool.org