

PARENT PARTICIPATION POINTS and CLASS CREDIT ASSIGNMENT EXPLANATION

There are two requirements to fulfill during the school year before you will be billed for the ones not completed. One of the requirements comes under *PARENT PARTICIPATION POINTS* per family and the other one is the *CLASS CREDIT ASSIGNMENT* per each enrolled child.

Every St. Albans Family is required to fulfill an obligation of **35 Parent Participation Points** per school year. Only the parents of the student may earn points through participation in school activities, classroom help, attending field trips, Parent Workday hours, etc. The only exception is the RAISE RIGHT/ SCRIP Program; extended family members and friends may purchase SCRIP with credit going to the St. Albans family. This is separate and in addition to the **Class Credit Assignment** per enrolled child. Points are not transferable from family to family, and they cannot be carried over from year to year. Unearned points will be billed at \$100.00 per point in the May bill. Unfulfilled class credit assignments will be billed at \$500.00.

CLASS CREDIT ASSIGNMENT:

The **CLASS CREDIT ASSIGNMENT** is the activity assigned to the grade your child is in. If you have more than one child, you must participate in EACH child's Class Credit Assignment. You will be billed \$500.00 for each child's Class Credit Assignment that is not fulfilled by a parent; no other person, besides a parent, may fulfill Class Credit Assignments. There is no way to make up this credit if you fail to participate in the grade's assignment. The only exception to this rule is for a 7th grade parent who also has an 8th grader in the school, since the 7th grade class puts on graduation for the 8th grade or a 6th grade parent who also has an 8th grader in the school, since the 6th grade class is in charge of the Graduation Brunch. If your family is in this position please ask about this in advance and arrangements will be made for you to help in another grade's activity so that your assignment will be fulfilled.

The Room Parent for each class will be responsible for letting you know what you are responsible for, and it will be reported to the bookkeeper if any family did not participate. The class activities are assigned as follows:

- Prekindergarten – Help with Graduation Brunch (work a shift)
- Kindergarten – For Grandparents Day, help with take down of chairs and scenery, sweep gym floor, and take out trash.
- First Grade – Work a carnival games shift at the Fall Carnival in October. If the Fall Carnival is cancelled, the assignment is to work with the 3rd grade room parents to help with Grandparents Day.

- Second Grade – Work a carnival games shift at the Family Picnic & Carnival in October. If the Family Picnic & Carnival is cancelled that the assignment will be, help with Graduation in June.
- Third Grade – “Grandparents & Special Friends Day” in March/April- Set-up chairs, scenery and decorations. Meet and work with Mr. Cook on stage set-up. If needed, work with First grade room parents on what help is needed.
- Fourth Grade – Take down of chairs and scenery clean-up for Holiday Show in December.
- Fifth Grade – Set up of chairs, and stage scenery/decorations of the Holiday Show in December.
- Sixth Grade – Arrange for invitations, setup, food, decorations, and cleanup for Graduation Brunch in June.
- Seventh Grade – Arrange for invitations, setup, refreshments, decorations, programs, and cleanup for Graduation ceremony in June.
- Eighth Grade – Haunted House in October and Alumni Day in November.

PARENT PARTICIPATION POINTS:

PARENT PARTICIPATION POINTS can be earned in many ways. One is in a monetary option by making purchases in the school’s fundraisers and earning points for each dollar spent as listed in Section A. A participatory option is available by volunteering to help in various school and class functions and activities as listed in Section B. These **35 points** can be earned in any combination of any of the items listed in Section A or B. For example, you can get all your points by being a SAPA Board Member (Section B), or you can get all your points by buying Raise Right (Section A). Or, what most families do, is combine your points from Section A (such as purchasing Raise Right) with points from Section B (driving on fieldtrips, coaching a basketball team, participating in workday, etc.). There are so many ways to get your 35 points that no family will do it in the same manner. Read over the lists and you will see how easy it is.

Divorced parents need to decide between themselves the number of points each will fulfill, and then report to the office. In the case of a divorced parent whose ex-spouse lives out of the area, or in the case of a widow or widower, the parent need only earn 17.5 points.

HOW POINTS ARE REPORTED

Section A: Your points will be reported directly by the fundraiser committee chairperson to the SAPA Assessment Coordinator

Section B: You will be responsible for reporting your points to the Assessment Coordinator by filling out a Report of Points Earned form (available in the office) and leaving it in the school office. Many of the activities in this section require a chairperson's signature. All Workday points will be reported directly to the SAPA Assessment Coordinator by the Administration.

Parent point totals can be viewed in your FACTS Family Portal and are updated once a month. All points must be earned and reported prior to the end of the school year. You will be billed \$100.00 in May for each Parent Participation Point not earned by the billing date. Billing amounts will be updated if additional points are earned and submitted after the May billing. Fees assessed from parent point billing are due in June to allow billing to be adjusted for additional earned points. Continue to turn in your points, even after you have satisfied your 35 point requirement. We would like to keep track of parent involvement.

HOW PARENT PARTICIPATION POINTS ARE EARNED:

POINTS SECTION A- Fundraising

SCRIP/RAISE RIGHT PURCHASES

1 point per \$200 of SCRIP/RAISE RIGHT

FALL FUNDRAISING DRIVE

1 point for every \$25.00 in sales

SECTION B- Volunteer and Service

FALL/WINTER FUNDRAISER (Giftwrap/See's Candy etc.)

35 Coordinator/Chairperson (20 each for 2, 10 each for 3)
1 pt/ hr. Committee on collection day (4 people)

FALL FAMILY PICNIC & CARNIVAL

35 Chairperson
1 pt/ hr. Helpers other than parents of first and second grade students

HAWK WALK

35 Hawk Walk Chairperson (2 co-chairs 20 points each)
1 pt/ hr. Committee Members

MUFFINS WITH MOM & DONUTS WITH DAD EVENT COORDINATOR

20 Chairperson
1 pt/ hr. Helpers

BOOK FAIR AND LIBRARY (Fall and Spring)

1 pt/hr. Book Fair Helper
1 pt/hr. in support of Library events

MUSIC/DRAMA PRODUCTIONS

25 Fall Musical Coordinator
20 Opening Gala Coordinator
20 Spring Play Coordinator
25 Storybook Theatre Coordinator
1-10 All who help the Music/Drama department and the coordinator (points will be approved by the Music/Drama teacher; one point per hour maximum). **Parents of participants are *required* to participate a minimum of 5 hours before receiving one credit per hour.**

SAPA SPRING FUNDRAISER

35 Event Coordinator
35 Live Auction Chairperson or Co-Chairpersons (3)
35 Silent Auction Chairperson or Co-Chairpersons (3)
15 Class Basket Coordinator (10 each for 2)
35 Drawing Chairperson
20 Table Sponsorship Chairperson
20 Business Solicitations Chairperson
35 Decorations Chairperson
25 Take Down and Clean-Up Chairperson (20 each for 2)
35 Accounting Co-Chairpersons
25 Reservations and Registration Chairperson (welcome bags, reservations)
25 Thank You Notes Chairperson

1-15 It is expected that only one person will be the chair of a committee, unless otherwise indicated above, and all who work on these fundraiser committees can earn 1-15 points, depending on the function and nature of the duties. The event chairs will assign the points. During the event you may earn 2 points per hour, and clean-up committee members may earn 4 points per hour. All pre-event duties will earn no more than one point per hour, not to exceed 15 points. The event co-chairs must approve all points earned.

ROOM PARENTS

35 2 Room Parents at each grade level
5 Room Parent Helpers (assigned to tasks by Room Parent)

ATHLETIC PROGRAM

20 Snack Bar Coordinator (10 each for 2 and 10 for assistant)
25-30 Head Athletic Coach, grades 5-8
25 Head Athletic Coach, Grades 3-4
20 Head Athletic Coach, Grades 1-2
20 Upper Grade Site Coordinator, Girls/Boys 5-8
15 Assistant Coach grades 3-8
10 Assistant Coach grades 1-2
20 Little Hawks Site Coordinator, Boys/Girls(10 pts. Each for split)
2 All coaches who complete Livescan
2 Boys/Girls, basketball duties (Door, Clock, Snack Bar)
 game/per night/per family
2 5-8 Grade Boys/Girls Scorekeeper (book)
1 pt/hr. Sport Event Volunteer

ST. ALBANS EXECUTIVE BOARD

35 Member of the St. Albans Executive Board

SAPA BOARD

35 President
35 Vice President
35 Secretary
35 Treasurer
20 Hospitality
35 Assessment Coordinator
35 Room Parents
35 Raise Right Chairperson
1 For each SAPA meeting a non-board member attends

"GRANDPARENTS & SPECIAL FRIENDS DAY"

1 pt/hr. Helpers other than assigned classes

PARENT WORKDAYS

30 Workday Coordinator
2 pts/hr. Work hour as defined by Administration

ADDITIONAL SCHOOL SERVICES: 1-35 points depending on the nature and function of the duties; for example:

10 Parent Mentor
35 Parents' Night Out Coordinator
35 Used Uniform Coordinators (2 people- 35pts. each)
5-30 Member of Executive Board liaison committees (such as building and finance)
1 Classroom canters/helper (1 point per session)
1-10 Projects as needed
35 Annual Giving Chairpersons
20 Annual Giving Class Captain
15 Holiday Gift Fund Coordinator

CHESS CLUB

35 Parent Coordinator(s)- 35 each

SPEECH AND DEBATE CLUB

30 Chairperson for full year (Sept.-May)
15 Chairperson for ½ year (Sept. Dec. OR Jan.-May)

FIELD TRIPS - For designated chaperones and drivers only

3 Half Day field trip to greater Sacramento area
4 Full Day field trip to greater Sacramento area
5 Full Day field trip outside greater Sacramento area
10 One night overnight field trip
15 Two nights, overnight fieldtrips
25 Extended field trips such as Ashland and Yosemite

7th & 8th GRADE DANCES

1 pt/hr. Chaperone for any St. Albans or other school dance
1 pt/hr. Set-up or clean-up for dance