

Volunteer Hours and Entry Frequently Asked Questions Updated 9-5-10

How many hours are required per year?

40 hours are required per family. If multiple families are living together, each family (as identified by a unique family number) must complete 40 hours in a volunteer year.

What type of volunteer work is accepted toward our family hours?

Only hours that specifically support the American Academy school or the families at the school (e.g. Uniform Resale, carnival, fund-raising for art program, Spring Gala) can be counted toward family volunteer hours. Volunteer work for outside organizations (e.g. Daisy troops) and charities (e.g. raising money, food drives), although encouraged, should **not** be entered into our volunteer system. Volunteer hours provided by the children of AA that benefit outside organizations will be tracked in a separate system for the children. More information will be provided on that system at a later date.

Are the hours that my children contribute counted toward the family volunteer hours?

No – we are working on a system for AA kids to enter in their own volunteer hours. Only parental hours are counted toward your family's 40 hour commitment.

What is my family number?

Your family number is your carpool number. It is NOT the waitlist number you were provided by the school.

What are the dates included for volunteering in an academic year?

July 1 through June 30

How often are the reports generated?

The reports are generated and posted by the 15th of each month for data entered the month prior. For YTD through October, they would be posted on November 15th. If we can post them sooner, than the 15th of the month, we will try and do that.

When are the reports generated?

The data is exported and cleansed on the last day of each month (midnight). Any records entered between the first and last day of that month are included. For instance, on October 31 (midnight – really November 1, 12 a.m.) the data is extracted.

What happens if I forget to enter data in the month in which I volunteered? For instance, I enter data for September in October with the start date in September?

Not to worry, those hours will still be counted. They just won't show up in a report until a month later. In this case, they would show up in the report run in November.

How can I tell what months the current report is reflecting?

It states it on the top of each page



Are the hours listed by month?

No, they are listed YTD.

What do I do if I'm not sure if I entered some volunteer hours?

Email AAvolunteerQA@gmail.com with the subject as AA Volunteer Hours, and she will research it for you.

What do I do if I think I've made an error on my entry and it's already been submitted?

Email AAvolunteerQA@gmail.com with the subject as AA Volunteer Hours, and she will research it for you.

Why aren't the reports in real time?

The short answer is, we're trying to get there, but this will have to suffice until that time.

Do you ever delete or modify records?

Yes ...

- When the wrong year has been entered (e.g. 9/10/2008), the data would be fixed to reflect the current year.
- When data from the past academic year are entered for the current academic year. The hours zero out on July 1, so if hours weren't entered prior to July 1 in the volunteer system, they will not be counted.
- When records are entered with the same date, same activity, similar detail description, for the same family number, the duplicate entry is deleted.
- If many hours (beyond the norm) are entered for an activity and date that seem too high, it will be flagged and the family contacted to see if it was entered in error. If an immediate response can not be attained, then the record will be held until an answer is received, so it might not show up in that month's reports.

Do I need to enter both Start Date and End Date?

You only need to enter the Start Date if the volunteer hours were for that specific date. The end date is for volunteer hours that span more than 1 day.

If I take care of another AA parent's child while they are doing volunteer work for the school, does that count toward my volunteer hours?

Yes.

How do I decide which activity to select?

ACTIVITY	EXAMPLES / COMMENT
Administrative work for school (not teacher specific)	front office work; yearbook, facility meeting, core vitures, grants, hospitality, maintenance, registration, safety, school photos, teacher lunch preparation, vision test, web site, parent university (not attending but working on it), graduation (working – not attending).
Administrative work for teacher	Friday Folders, project preparation, cleaning desks, bulletin boards
After School Activity	Winter music performance, spring musical, basketball, volleyball
Board Meeting - BOD, PTO, SAC, PAC	Attendance in scheduled meeting of the Board of Directors, Parent Teacher Organization, Student Advisory Council, Parent Advisory Council, Student Council
Book Fair	
Carpool Duty	
Childcare (so other parents can volunteer)	Directly related to another parent watching a child of a parent so that other parent can volunteer for the school. Does not count if your spouse is watching your own children.
Classroom - assist in classroom with children	Direct interaction with children for educational purposes
Classroom - Field Trip	
Classroom - Homeroom Mom Activity	Meetings, creating mysignups, management
Classroom - Party	Must be school sponsored
Field Day (any activity, including classroom specific)	Volunteer work that supports Field Day in May.
Fund-raising (non-PTO)	Fund-raising for the art program or music program
Library Related	
Lunchroom Duty / Playground Duty	
Participate in Volunteer Days	School painting, moving, furniture assembly, packing, cleaning
PTO - Spring Gala	Anything directly related to the Spring Gala held in the spring. Working the gala does count, but attending (as a paying guest) does not count.
PTO - Uniform Resale	Any meetings or hours toward the Uniform Resale held in the late summer.
PTO (non-Spring Gala)	teacher appreciation meals, pizza, box tops, SCRIP, carnival, ice cream social, jump rope, rock slide
Recess Duty (before/after school children supervision)	Specific to before and after school; otherwise use lunchroom duty/playground duty.

My question isn't answered here. What do I do?

Email AAvolunteerQA@gmail.com with your question.