

PARENT PARTNERSHIP PROGRAM (P³)

Date: 7/16/26



1.0 PURPOSE

The purpose of the Parent Partnership Program (P³) is to drive **engagement, volunteerism, and community building** within St. Stephen School and our local area. This program will provide opportunities for school families to engage in their preferred way, offering credit for contributing their time, talent, and treasure.

2.0 PROCEDURE

Each school family will have a **\$300.00 Parent Partnership** charge applied to their tuition account. Throughout the year, families will have the **opportunity to offset or negate** this charge by participating in the program in ways such as volunteering at events, soliciting sponsorships, and donating raffle prizes.

\$10 = 1 Volunteer Hour (Dinners, Reverse Raffle, Gala, Lunch Duty, Athletics, H&S, etc.)

\$10 = \$10 in Event Sponsorships or Donated Gift Cards (for Raffles)

3.0 TRACKING

Volunteer hour tracking will be **completed via a self-submittal** using the FACTS Parent Portal. You will also be asked to sign in at each event you are volunteering for.

An account balance will be distributed along with Raise Right Distributions for review. Total hours will also be visible through your Parent Portal. Should there be any reconciliation discrepancies, please work through the school office.

4.0 DISTRIBUTION

Earned hours and donations earnings will be distributed in the following ways:

1. **For families that utilize the FACTs program** = A credit will be made to your tuition three-times a year based on the number of hours of service in November, February and May
2. **For families that pay in full** = A check will be issued once hours are complete at the next distribution.

5.0 Q & A

If your question is not directly answered below, please contact the school office for clarification.

Frequently Asked Questions:

1. *Can we opt to pay the \$300 instead of volunteering?*

When re-enrolling students in the spring, parents are given the option to pay the \$300 upfront which is then paid in full before the first day of school.

2. *What if we have multiple students at St. Stephens, will I be charged multiple times?*

No, the charge will be applied 1x per school family, per school year.

3. *What if I am a single parent or guardian?*

The program still applies as outlined in Section 2. Both Custodial parents, if they are both financially responsible, can split the hours (mom will volunteer 15, and dad will volunteer 15).

4. *Can my family or other school supporters contribute to my account balance?*

We recognize and deeply appreciate the many grandparents, relatives, and friends who generously support St. Stephen School. However, because the Parent Partnership Program is intended to strengthen the partnership between the school and each student's parent(s) or legal guardian(s), Parent Partnership responsibilities must be completed by the student's parent(s) or legal guardian(s).

5. *Do I need clearances to volunteer?*

For volunteer opportunities that involve working at the school during school hours or directly supervising students, volunteers will need to have all required clearances on file with the school office prior to the volunteering event. This process takes some time, so we encourage you to begin ASAP so you are able to volunteer when needed.

6. *What if I am unable to participate?*

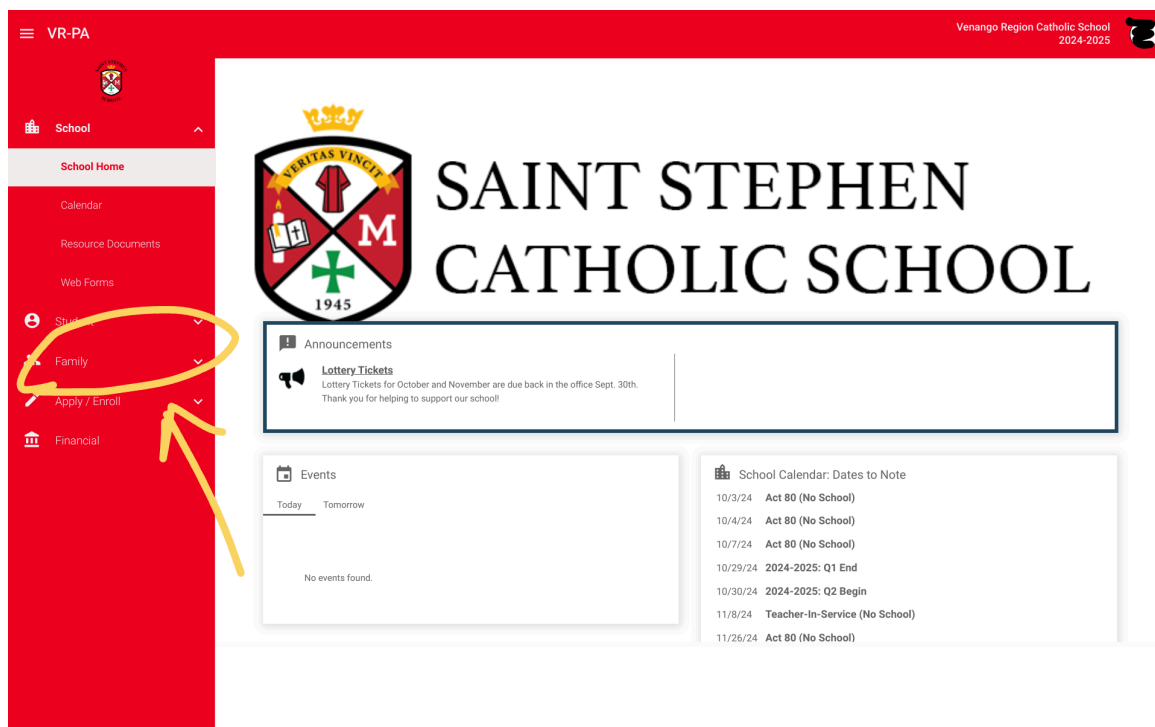
The \$300 charge will remain on your school account as payment in lieu of participation.

7. *What if I volunteer beyond my 30 hours? Will I earn more than \$300 in tuition credit?*

\$300 is the maximum amount that will be credited towards your tuition or refunded. However, we will ask families to volunteer and support our fundraising efforts as much as possible. Many hands make light work!

How to log Parent Partnership Hours

1. Log onto your FACTS family portal.
2. Choose the "Family" tab at the far left (see below).



3. Click on the “Add +” on the Service Hours box.

The screenshot shows the Venango Region Catholic School 2024-2025 Family Members page. The left sidebar contains navigation links: School, Student, Family, Family Home, Apply / Enroll, and Financial. The main content area is titled 'Family Members' and shows the profile of Daniel Shoenfelt (Fe). The 'Service Hours' tab is selected, and the 'Add +' button is circled in yellow with an arrow pointing to it. The 'Service Hours' section displays 'No community service hours found.' Below this, there is a 'Family Billing has Moved!' message with a 'GO TO FACTS' button.

4. Complete the form and press save.

The screenshot shows the 'Service Hours - Add' form. The form fields are: Name, * Date (9/27/2024), * Hours, * Description, Note, and Verified By. A 'Save' button is located at the bottom of the form.