

Parent Involvement Program (40 Mandatory Hours per Family):

In order to increase parent involvement in our school activities, each family is being asked to complete forty (40) hours of service each year.

Over the years, we have been fortunate to have received outstanding support from our parents. You have always been generous in supporting us with your resources, your talent, and your expertise. We trust that you will welcome the program as an opportunity to become even more involved with the Chamlian community.

How it Works:

Each month, a list of upcoming service opportunities will be e-mailed and posted on the school website. Service opportunities will consist of volunteer hours or donation of items (please see *PIP Service Hour Opportunities* below for a list of examples).

- Attendance in certain school activities and events such as Back-to-School night and Open Forum are also counted towards the 40 hours.
- Assignments will be given on a first-come, first-serve basis. The PIP committee will contact the parents to bring in their donations or to provide their service for that particular event. If the parents do not receive a call back or an e-mail that would indicate that those hours/items for that particular event have been fulfilled.
- Parents will receive general e-mail reminders several days in advance of an upcoming event, as it will not be feasible for the school to contact volunteer parents individually.
- It is **the responsibility of each parent to record hours** with the school by requesting a receipt (PIP credit form) for donated items, or by signing in on the designated sign-in sheet when attending a qualified event. We encourage you to also retain a copy for your records.
- The administration will record and maintain an accounting of all service hours; the balance and any unfulfilled hours will be sent to parents twice a year. If you believe there is a discrepancy in the hours fulfilled, you may contact the PIP Committee via e-mail at pip@chamlian.org.
- The cut-off date to complete your PIP service hours is **May 31st, 2011**.

How to Calculate the Hours:

Each hour of volunteering provided at an event = 1 hour of credit towards the 40 hours.

Each \$10.00 donation = 1 hour credit towards the 40 hours. (To receive the credit, receipts will be required and attached to our PIP Credit Form).

Donations for baked goods will be considered as follows:

- 2 dozen homemade cookies = 1 hour credit.
- 2 homemade bunt cakes = 1 hour credit.

Possible PIP Service Hour Opportunities:

- Snack Shop and Cafeteria (contact information will be posted on the PIP webpage)
- Chaperoning for Field Trips (each parent can chaperone only once per school year, per grade)
- Armenian and Scholastic Book Fairs
- Sponsorships for events such as Cultural Day, Thanksgiving Lunch, Dinner Dance, Michink, Yearbook donation, etc.
- Chocolate Sale (1box sold = 2 hours)
- Donations of raffle items to be used for events such as Cultural Day, Dinner Dance, Michink, etc.
- PSC members who work on a sub-committee will receive 1 hour of credit per sub-committee meeting
- Helping on Special Lunch Days or during Bake Sales
- After-school Tea Time

Please note that payments made towards the Classroom Materials Fund, the Scrip Program, and donations towards our annual Walkathon will not qualify for PIP credit hours.