

Family Last Name: _____

SEPA Information

The mission of SEPA (St. Edith Parent Association) is as follows:

1. To promote the ideals of Catholic education by fostering a better understanding of parental responsibilities in the spiritual and educational development of our children.
2. Enhance the quality of education at St. Edith Catholic School by raising funds for school supplies, programs, or equipment that fall outside of the school projected budget.
3. Foster positive relationships and school involvement among parents, students, and the community.
4. Maintain and enhance open communication among parents, teachers, and school faculty and administration.

SEPA sponsors a number of events throughout the school year. All families (Kindergarten through grade 8) are required to volunteer **15 DOVE Hours per school year**. Any unworked hours will be invoiced at the rate of \$30.00 per each volunteer hour not completed. A list of volunteer opportunities can be found within this packet. Families in Preschool 3 and Prekindergarten 4 are not required to work DOVE hours, but are always encouraged to help if they can.

All families in grades Kindergarten through grade 8 will receive 15 \$10.00 raffle tickets. This is a required fundraiser supported by all families in grades Kindergarten through grade 8. Any family who does not sell the required number of tickets by the deadline will be issued an invoice for the unsold tickets. All checks should be made out to SEPA. All families in Preschool 3 and Prekindergarten 4 will be issued 15 tickets, but are not required to sell any tickets.

Please read, sign, and return this form to the school office when you register for the 2021-2022 school year.

I support the philosophy and goals of St. Edith Catholic School. I understand the cost to educate one child exceeds the tuition rate. Therefore, I agree to support all St. Edith Church/School fundraisers and DOVE Volunteer guidelines.

To defray these costs, my family is required to sell or buy at least 15 raffle tickets.

If I fail to do so, I understand that \$10.00 for each unsold ticket will be assessed on a separate invoice. All checks should be made payable to SEPA.

All families must volunteer for 15 DOVE hours per school year. There will be a \$30.00 per hour fee charged to all families who do not fulfill their volunteer hours. A separate invoice will be sent and all checks will be made payable to SEPA.

I agree to volunteer my services to St. Edith Catholic School and St. Edith Catholic Church for the benefit of all.

Signature of Parent or Guardian: _____ Date: _____

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DOVES Program Overview

DOVES stands for Dedicated Official Volunteers Emanating Spirit. This program provides school families with the opportunity to share their gifts and enrich student life at St. Edith Catholic School. It also gives family members a way to be involved in their children's education and growth.

As a member of the St. Edith School Community, each family is required to serve a minimum of **15 hours** (7 hours per single parent household) of volunteer service during each academic year. All Doves hours must be completed by May 29th of the current school year. A \$30.00 per unworked hour will be assessed and invoiced to families who do not complete the 15 hours.

St. Edith offers numerous volunteer opportunities which you will find on the Parent Volunteer Activities List.

Acceptable Hours

- Activities on the Parent Volunteer List
 - Hours that enhance the quality of education to the social and recreational well-being
- Activities that provide opportunities to contribute to the social and recreational well-being of St. Edith Catholic School Community

Unacceptable DOVES Hours

- Paid Positions, such as regular lunch duty
 - Simply attending but not working at an event, such as attending an open house or school concert
- Volunteer efforts on behalf of other groups/clubs, outside of St. Edith Catholic School

How to Report/Track DOVES Hours

1. As a volunteer, please sign the tracking sheet for your chosen activity, provided by the Event/Activity Coordinator
 2. The event/activity coordinator will then turn these sheets in to the SEPA (St. Edith Parent Association) DOVES Coordinator
 3. The DOVES Coordinator will track ALL DOVES hours, for all families
 4. When you have reached 15 hours, you will receive a DOVES completion email, from the DOVES Coordinator
- If you are unable to complete 15 DOVES hours within the school year, you will incur a charge of \$30.00 per hour. If this happens, please submit a check, made payable to "St. Edith Catholic School", C/O SEPA, by June 1 of the current school year. DOVES accounts not settled by that date will roll into the next year's tuition. If you should have questions or concerns regarding DOVES hours, please contact a SEPA Board Member or Mrs. Wojciechowski.

Protecting God's Children

The Archdiocese of Detroit mandates that all volunteers, parents and grandparents, take the "[Protecting God's Children Workshop](#)". This is a 3 hour one-time class. If you have not already attended the workshop, please click on the 'Protecting God's Children' link above, register and take a class. A [criminal background check](#) is also required. Fill out the form and turn it into the school office.

DOVES Program Parent Volunteer Opportunities

AWIM Help
Bagel Coordinators and Team Members
Scout Leader
Cookies and Cocoa with Santa
Catholic Schools Week Activities
Christmas Shoppe
Daddy/Daughter Dance
Dine to Donate
Ladies Night Out/Fashion Show
Field Day
Lenten Fish Fry
Grandparent/ Parent Luncheon
Halloween Party
Hot Lunch Coordinators and Team Members
Mother/Son Event
SEPA Board Member
Raffle Coordinators and Team Members
Robotics Club - Lego
School Committee Member
SCRIP Team
Wine Tasting & Auction Event
Yearbook



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