

St. Edith Required SEPA Form

Family Last Name: _____

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 of 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 in grades Preschool through Grade 8 are required to do DOVE Hours. Any unworked hours will be invoiced at the rate of \$30.00 per each volunteer hour not completed. A separate invoice will be sent and all checks should be made payable to SEPA. A list of volunteer opportunities can be found on the backside of this form.

1. Preschool 3: 5 DOVE hours.
2. Preschool 4: 10 DOVE hours.
3. Kindergarten Prep: 15 DOVE hours.
4. Kindergarten through grade 8: 15 DOVE hours.

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 volunteer to do the required amount of DOVE hours listed above. Please sign below you acknowledge the DOVE hour commitment.

Signature: _____ Date: _____

Signature: _____ Date: _____

All families in grades Preschool through grade 8 will receive raffle tickets to sell or purchase. This is a required fundraiser supported by all families. Any family who does not sell the required number of tickets by the deadline will be issued an invoice by SEPA for the unsold tickets. All families may request additional tickets to sell. All checks should be made out to SEPA.

1. Preschool 3: requirement of 5 raffle tickets to sell.
2. Preschool 4: requirement of 10 raffle tickets to sell.
3. Kindergarten Prep: requirement of 15 raffle tickets to sell.
4. Kindergarten through grade 8: requirement of 15 raffle tickets to sell.

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 the required amount of raffle tickets listed above.

Signature: _____ Date: _____

Signature: _____ Date: _____

DOVES Program Overview

DOVE 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 the required amount of DOVE service hours indicated on the front side of this form and signed by each family. All DOVE hours must be completed by Field Day held in May. A \$30.00 per unworked hour will be assessed and invoiced by SEPA to families who do not full fill their required hours. Acceptable hours are found but not limited to the Parent Volunteer List that enhance the quality of education to the social and recreational well-being.

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

Acceptable Hours

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

Unacceptable DOVES Hours

Paid Positions

Field Trips

Simply attending, but not working at an event, such as attending an open house or school function. Volunteer efforts on behalf of other groups or 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. The event/activity coordinator will then turn these sheets into the SEPA (St. Edith Parent Association) DOVES Coordinator.
2. The DOVES Coordinator will track ALL DOVES hours for all families.
3. When you have reached 15 hours, you will receive a DOVES completion email from the DOVES Coordinator. If you are unable to complete the required amount of assigned DOVES hours within the school year, you will incur a charge of \$30.00 per hour. If this happens, please submit a check, a made payable to "St. Edith Catholic School", C/O SEPA by May 28th of the current school year. DOVES accounts not settled by that date will be mailed a statement for payment. If you should have any questions or concerns regarding DOVES hours, please contact a SEPA Board Member or Mrs. Ruth Scaramucci, Principal.

Requirements to Volunteer

The Archdiocese of Detroit mandates that all volunteers, parents, and grandparents take the Protect God's Children workshop. This is a 3-hour one-time class. This is either in person or some can be taken on line. If you have not already attended the workshop, please click on the Protecting God's Children link (https://www.virtusonline.org/virtus/protecting_children.cfm) and register to take the class. A Criminal Background Check is also required. A new Criminal Background Check must be filled out at the beginning of every new school year.

St. Edith Catholic School "teaches as Jesus did" with love, care, and discipline, centering on the Eucharist and focusing on students: our gifts and our future.