



SAN JOSE CATHOLIC SCHOOL

Volunteering

Each family with children in grades K thru 8 will be required to complete a minimum of 20 hours of service to San Jose Catholic School during the school year. Hours must be completed by the end of the school year. Voluntary participation beyond the 20 hours is greatly appreciated.

- Five (5) hours MUST be filled at a Home & School function such as Bingo Night, Catholic Schools Week, Vision Screening, Junior High Dance, Used Uniform Sale, Campus Beautification, Father/Daughter Dance, etc. Please review the Home & School Calendar for more functions and event opportunities.
- Five (5) hour MUST be filled at the Fall Festival, Golf Tournament or San Jose Fest.
- Ten (10) hours may be filled helping a teacher or faculty member (as needed). For example, assisting Homeroom Parents with classroom parties/activities/events, school play, etc.

How to Volunteer

Step 1. Background check – A background check form needs to be filled out and submitted to the school office. The Diocese of St. Augustine Criminal Background Check form is available at the school office.

Step 2. Fingerprinting through Live Scan – Please go online to schedule your fingerprinting through Live Scan at one of the school authorized website locations. San Jose Catholic School will only accept fingerprinting performed at its authorized website locations. The Live Scan Instructions and website location sheet is available at the school office.

Step 3. Protecting God's Children class – Please go to www.virtusonline.org to find a list of classes in your area you may attend.

How do I report my hours?

Please submit your volunteer hours EACH time you volunteer by logging into your RenWeb parent account and adding volunteer hours under the Family Information > Service Hours. Please be sure to enter your volunteer hours as soon as possible – preferably as you serve them. Unmet volunteer hour fees will be billed by the school office at the end of the school year