



## Family Required Volunteer Hours

As a way of enabling all parents to have a chance to be involved, we developed a Family Stewardship Program. As part of this program, we ask that each family fulfill their stewardship commitment each school year. Additional hours of service are greeted with enthusiasm and are greatly appreciated.

### NCS STEWARDSHIP INFORMATION

Each family is responsible for 20 hours of documented volunteer hours per school year. Unfulfilled hours will result in a charge of \$13 per hour or \$350 for 20 hours; invoiced in June via FACTS.

### SINGLE PARENTS & ACTIVE MILITARY FAMILIES

Active Military families and single parents are required to give 10 hours of documented volunteer hours per school year. (To see if you qualify, please speak with our finance department.)

### FULFILLING STEWARDSHIP HOURS

There are many ways to fulfill your stewardship hours; look for opportunities as they arise in our emails, newsletters, private family Facebook pages, and our website at [ncslacey.org/volunteer](http://ncslacey.org/volunteer).

### REQUIRED PAPERWORK FOR VOLUNTEERING

A WATCH background check is required for all persons volunteering around students (on and off campus). Background checks are good for the school year. Download online at [ncslacey.org/volunteer](http://ncslacey.org/volunteer) or pick up from the front office.

### DOCUMENTING STEWARDSHIP HOURS

[Submit stewardship hours](#) for credit using our online google form. This online form can be filled out on any device. You can find this link located on our website under the Parent menu > Volunteer. The form will ask for your email address and email you a confirmation. *Please DO NOT submit hours until the hours have been completed (no pre dating)*. There are also Stewardship Hour Time Sheet Trackers available in the school offices and on our website. We always recommend you keep a copy for your own records.

Thank you for your volunteer service. The time you give truly makes a difference for our staff and students.

Sincerely,

*NCA & NCHS Administration*

*"And the King will say, 'I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!'" Matthew 25:40*