



Family Volunteer Hours

Information and Requirements

NCS STEWARDSHIP INFORMATION

As part of the Family Stewardship program, we ask that families fulfill volunteer hours. Each family is responsible for 20 hours of documented volunteer hours per school year. Unfulfilled hours will result in a charge of \$17.50 per hour or \$350 for 20 hours. Additional hours of service are greeted with enthusiasm and gratitude.

SINGLE PARENTS & ACTIVE MILITARY FAMILIES

Active Military families are responsible for 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 in our emails, the Weekly Wolverine, newsletters, private family Facebook pages, and our website at ncslacey.org/family-stewardship.

REQUIRED PAPERWORK FOR VOLUNTEERING

A WATCH background check is required for all persons volunteering with students (on and off campus). Background checks are good for the school year. Download online at ncslacey.org/family-stewardship or pick up from the front office.

DOCUMENTING STEWARDSHIP HOURS

Submit your stewardship hours by using your FACTS Family Portal. Log in to your Family Portal, go to "Family", "Family Home". Under "Service Hours", select the correct family member and add service hours. Enter the date hours were completed, number of hours, description and name of NCS Staff for the "Verified by" field. Please do not submit hours until the hours have been completed (no pre-dating). You may view the total hours submitted for each family member at any time prior to the end of the school year. After the last day of school, hours will be credited and cleared.

STEWARDSHIP INVOICES

Stewardship invoices will be placed on your account at the beginning of the school year with a June 30th due date. Submitted volunteer hours will be credited before the due date.

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***