



St. Fabian School Parent Involvement Program (PIP) 2018-2019 General Information

The PIP program (**P**arent **I**nvolvement **P**rogram) at St. Fabian Catholic School gives our families the opportunity to participate and interact with their children and play a greater role as part of the St. Fabian School Community. It also shows our children that we care enough to dedicate our time to increase their educational, spiritual and physical well-being.

PIP PROGRAM

Work 20 hours (per family per year) or pay \$20 per hour!

***20 hours must be completed by May 10, 2018. Two of the 20 hours must be completed outside either at morning drop off or lunch recess.** An invoice will be sent to you in early June for a final balance due, if any. (Graduating 8th graders must be paid in full before graduation.)

*Families that are unable to complete the required PIP hours must pay **\$20.00** for every hour they are short. Final records will not be released until all dues are paid.

***PIP Pull-ahead** will be available from May 13, 2019 until the end of the school year! Any activities worked during that time will count toward PIP for 2019-20.

- **Each family** is required to create an account at www.signupgenius.com (using the email account you use most often). This is the system where you will sign up for ALL volunteer hours, check schedules, and keep track of your hours. Coordinators will use this system to approve and audit hours.
- You can begin signing up for PIP opportunities on SignUp Genius in August. Coordinators may be available on Parent Night to answer questions if you want to find out more about certain volunteer jobs.
- What is the process?
 - Visit SignUp Genius and sign up for your desired volunteer jobs
 - Sign in on the day you complete the job, and record your hours on the sheet
 - Coordinators will audit and approve your hours accordingly. SignUp Genius and physical sign-in sheets should match in order to receive credit for PIP hours
 - Your account will be reviewed twice yearly, in January and May. In January you will receive a notification indicating how many hours you have completed through 12/31/18. In May a final review of the hours completed will occur and if less than 20 hours have been worked, an invoice will be sent home
 - It is advised that you keep a personal record of all PIP hours worked as a backup
- What does NOT qualify for PIP hours?
 - Any event of school closure such as snow day or other circumstance
 - Any driving time to/from any particular volunteer job

SAMPLE PIP ACTIVITIES

Opportunities to earn PIP hours:	Time Earned
Volunteer readers in grades K-2	0.5 hours
Teacher/School/Kid's Club Wish lists (e.g. pencil sharpener, toys, etc.)	1 hr. per each \$20 spent
School Field Trips	Actual time
Arrival (3 spots available daily)	0.5 hours
CYO Sports (e.g. Concessions, admissions, raffle tickets, etc. (families participating in a sport must meet CYO volunteer obligation before PIP is earned)	Actual Time
Head Coaches	20 hours per season
Assistant Coach	15 hours per season
Spring Musical (families participating in musical must meet per child volunteer obligation before PIP is earned)	Actual Time
Housing the Homeless	Actual Time
Funeral Lunches	Actual Time
Packing/Delivery of Thanksgiving Baskets	Actual Time
Deeper Clean (Opportunity provided by school)	Actual Time
Field Day	Actual Time
Diversity Day	Actual Time
Diversity Committee Events	Actual Time
PTG Board Members & Assistance	Actual Time
Teacher Assistance – All grade levels	Actual Time
Computer/Media Assistance	Actual Time
Lego Club	Actual Time
Robotics	Actual Time
Archery	Actual Time
Additional Clubs/Events (e.g. Career Day, Chess, etc.)	Actual Time
Recess	2 hours
PTG Meetings	Actual Time
Room Parents	Actual Time
Staff Appreciation	1 hour per each \$20 spent
Book Fair	Actual Time
Santa's Workshop	Actual Time
Box Top Coordinator	Actual Time
CYO Board	Actual Time
School Advisory Committee	Actual Time
Mother Son Event Planning	Actual Time
Daddy Daughter Dance Planning	Actual Time
Auction Planning & Assistance	Actual Time
Setup/Cleanup for Music concerts	Actual Time
PIP Coordinators	Actual Time
Additional Volunteer (e.g. gaga pit assembly, PIP review committee, etc.)	Actual Time
Finance Committee	Actual Time
Used Uniforms	Actual Time

If there are any opportunities that you do not feel are covered in this list, please submit your recommendation to the school advisory committee for review.

Thank you in advance for your participation and support of this program. If you have any questions regarding the PIP program, please feel free to contact **Amy Specht, SignUp Genius Coordinator at stfabianpip@yahoo.com or Kelly Wright, School Advisory Committee at kam927@aol.com.**

Now that you know **what** you can do to earn hours; listed below is the **how** you can learn about the opportunities as well as sign up for them

SIGN UP.

Visit **www.signupgenius.com** and create an account if you don't already have one.

Only one SUG account per family is needed. Click on **FIND A SIGN UP**.

Search by creator's email by entering stfabianpip@yahoo.com.

All active signups for St. Fabian will be displayed. Pick an activity and Sign Up!

SIGN IN.

When you arrive for your scheduled activity, don't forget to **SIGN IN** on paper.

This is how the activity coordinators will verify your attendance.

If SUG and the physical sign in sheets do not match up, you may not receive PIP credit.

GET PIP!

It's that easy!

If you **SIGNED UP** on SignUp Genius, and **SIGNED IN** on paper, you're all set!

Please remember: you and only you can sign up on SUG for PIP hours.

If you do not log the hours yourself, they do not exist!

EXCEPTIONS TO THE ABOVE:

*If you are working an activity that must be logged AFTER THE FACT, you will be contacted with a link to log your hours on SUG. These activities include:

--Meetings or committees such as PTG, Advisory Board, Finance Committee, etc.

--Teacher assistance, field trips, room parents, classroom parties, etc.

--CYO Board members and coaches

--MISC activities such as Box Tops, School Musical, Kitchen Help, Welcome Wagon, Used Uniforms, Fundraising or other activities added throughout the year.

AGAIN, YOU MUST LOG THESE HOURS YOURSELF IN ORDER TO GET PIP HOURS!

Need help with SignUp Genius?

Amy Specht, SignUp Genius Coordinator
stfabianpip@yahoo.com

Questions about your invoice?

Debra Hale, School Secretary
dhale@stfabian.org