Volunteer Incentive Program (VIP)
Hours Guidelines

Building Community, One Hour at a Time

Each family is expected to contribute **20 VIP (Volunteer Involvement Program) hours** each school year to support our school and the SCCS community.

There are many ways to earn your VIP hours, including:

- Volunteering for or coordinating a fundraising event
- Assisting teachers with classroom preparation or other tasks that help lighten their workload
- Attending Parent Advisory Council (PAC) meetings (all parents are welcome, and attendance counts toward VIP hours)
- Helping with parking or traffic supervision
- Providing transportation or carpooling for school events
- Volunteering at school events such as concerts, field trips, BBQs, and Spruce Up the School Day
- Participating in community clean-up initiatives
- Donating items to school fundraisers (items valued at **$30 = 1 VIP hour**)
- Identifying and helping meet other needs within our school community. If you have an idea for volunteering that is not listed here, please contact us.

Standard VIP Hour Allocations

Role	VIP Hours Awarded
Board Member	20 hours
PAC Executive (Chair, Past Chair, Vice Chair, Secretary)	10 hours
Class Representative	10 hours
Event Coordinator	20 hours

Please note: Events may have more than one coordinator. Each coordinator will receive the full 20 VIP hours.

Class Representatives and PAC Executives may also earn additional VIP hours by attending PAC meetings.

Monetary Donations

Monetary donations may be applied toward VIP hours for any PAC- or class-led initiative, as well as donations made directly to the school.

VIP credit will be awarded as follows:

- **$15 donation = 30 minutes of VIP time**
- **$30 donation = 1 VIP hour**

Examples:

- A **$10 donation** does not qualify for VIP credit.
- A **$20 donation** qualifies for **30 minutes** of VIP credit.
- A **$30 donation** qualifies for **1 VIP hour** of credit.

Please note:

- Teacher Christmas gifts and year-end gifts do **not** qualify for VIP credit.
- VIP credit is awarded only in 30-minute or 1-hour increments.

Logging Your VIP Hours

All volunteer hours must be logged through **Permission Click** using the SCCS Parent Portal.

If you signed up through SignUpGenius to volunteer or donate items, you are still required to record your hours in Permission Click.

Please note:

- VIP hours must be logged **promptly as hours are completed** to aid with verification and reconciliation.
- VIP hours submitted by email will **not** be accepted.
- VIP Hours are **non-transferable** and apply only to the **current school year** — they do not carry over to the following year.
- All VIP hours must be submitted by June 15th of each school year
- If you experience any difficulty logging your hours, please contact **vip@stccs.ca** for assistance.