

# SJCS Easy to Fulfill Service Point System Explained

(April, 2014)

## **I. Goal:**

Every family will have to fulfill 5 service points each school year.

## **II. Explanation:**

1. Five service points are very easy to fulfill. Both parents and students can participate to earn for the family. Actually you may have already doing all these jobs in the past. The school just wants to formalize and recognize your effort.
2. It is family as unit, no matter how many students in a particular family are enrolled in San Jose Chinese School.
3. One service point will usually require about 1 to 2 hours of work, depending on the complexity of the job.
4. Parent or student participation to inter- or intra-school contests and events will be counted. The school will decide which event will be counted and for how many points.
5. Some school staff positions are qualified for full service point fulfillment. Please see section V below.
6. Please note that becoming a board member or an associate board member does not automatically qualify you for full service point fulfillment. You still need to perform service duties to earn points.
7. Only services for the school can be counted towards service points. Class duties such as room parent, carnival table duties, class posters, class performances, and the like do not yield points.
8. The school will thank you for working more than required. Extra service points will not be carried over to the next school year.

## **III. Compensation:**

1. Each unfulfilled point is worth \$25 and families may pay up to \$125. This is not a donation and is not tax deductible.
2. Fee notifications will be sent out two weeks before the next school year starts and has to be paid within the first 4 weeks of school.
3. Families can also plan ahead and pay a fee in lieu of service anytime within the same school year.

## **IV. How:**

1. Service opportunities will be announced throughout the school year through emails and postings at the school office only. No phone call announcements will be made. Please drop by the office to check for service opportunities regularly. The school is not responsible for informing individuals about job availability.
2. Parents are responsible to sign up for jobs by themselves. By signing up a particular job, the parent agrees on the point(s) assigned.
3. Signups are in person in the office and first come first served.
4. Volunteers have to sign in on the day of service to verify participation. They are also responsible for getting a service verification coupon from the parent-in-charge for their own records. When there is a discrepancy between the school's and the family's records, the service verification coupon will have to be presented by the parent to make updates on the school's records.
5. Parents can check their service point status online by the last 4 digits of their home phone number. Please allow time for the school to update the records.

## V. Examples of jobs or participations that can yield service points:

1. **Volunteer positions that have full service point fulfillment:** Class reps, principals, directors, associate directors, registrar, newsletter editor, coordinators of events and programs, team managers...
2. **Jobs:**
  - 1 point: security patrol, desk duty at the discipline table, proctor for the Academic Contest, to buy \$10 worth of snacks for different occasions...
  - 2 points: Be the Category Leader for the SJCS Academic Contest...
3. **Participation:**
  - 1 point: parent attending class meetings (class reps have to report attendance to the school for recording), student participating in intra-school contests such as Academic Contest...
  - 2 points: attend SJCS assigned inter-school activities or contests (have to complete the whole contest/tournament) such as attending the Confucius Day 祭孔, Chinese Sports Day 華運會, ANCCS Academic Contest 聯合會學術比賽, ANCCS Sports Tournaments 聯合會球類比賽, ANCCS Poster Contest 聯合會海報設計比賽...

## VI. Frequently asked questions:

1. Is it difficult to fulfill the 5 service points?  
No, it is not difficult to fulfill the 5 service points. In fact, it is very easy. You have actually been doing what is needed to fulfill this requirement in the past. By putting this system in place, we can formalize and recognize your effort.
2. Is this service point system only for parents?  
No, every member of the family can help to fulfill point requirements.
3. How do I find service opportunities?  
Service opportunities will be announced through emails and postings in the office throughout the school year. Please make sure to check your email and go to the office regularly.
4. How do I sign up for jobs/activities?  
You have to sign up in person in the office.
5. How does the school know if I have completed my job and fulfilled the service point that I sign up for?  
There will be sign in at the time of service and service verification coupons will be given to participants to verify their participation. If there is a discrepancy between the school records and the family's, you will have to show the service verification coupons to update the records. Please keep your service verification safe.
6. How do I check my service point status?  
The school will put the family service point information online. Families will have to check with the last 4 digits of their home phone number.
7. Will the school remind me if I have not completed all my responsible points by the end of the school year?  
No, the school will not remind families individually of their service point status. You are encouraged to check by yourself regularly.
8. What if I cannot finish fulfilling all my service points by the end of the school year?  
You can pay a fee of \$25 for each unfulfilled service point. Occasionally the school will have some volunteering opportunities during summer and you can finish your points during that time. But it is not guaranteed that such service need will arise.
9. What if more people sign up for the job than needed?  
Job sign up is first come first served. There will be plenty of easy to complete jobs to choose from.
10. What if I cannot come to the school or cannot stay in the school to volunteer?

We have different jobs. Some of the jobs can be done at home or remotely from the school.

11. What if I really do not have the time to volunteer?

You can choose to pay a total of \$125 in lieu of service before the end of the school year. However, you still need to perform class duties within your class.

12. What if I cannot complete the job that I sign up for?

Please let the person in charge know ahead of time so that the school can find a replacement. You will not earn that particular service point and will have to sign up for another job.

13. I'm a board member / associate board member. Do I still need to fulfill the 5 service points requirement?

Yes, board members and associate board members still need to fulfill the 5 service points. Board members are still responsible for their two duties: help with the administration and school-wide activities. Service points are attached to these duties and board members can earn points by performing these jobs. Please make sure you sign in for service point jobs and get the service verification coupons for records.

14. Do I still need to work after fulfilling my 5 service points requirement?

For board members / associate board members: Yes, you still need to perform the duties of a board member.

For all other parents: No, you have already fulfilled the service requirement. However, the school welcomes every parent's help.

15. What if I have extra services points? The school will thank you.