

# Parent/Guardian Volunteer Hours

MIT Academy requests that parents and families assist the school by completing volunteer hours each year in a wide variety of assignments. This program is called Parent Commitment Hours. There are many opportunities available on campus, during the work week, on Saturdays and during the school vacation. All requested hours must be done by adults (family members or friends) or high school students only; no middle school students (or younger children) are allowed on campus while family members are completing their hours.

Please contact the Parent Volunteer Coordinator at 707-552-6482, ext. 115 or [egarcia@mitacademy.org](mailto:egarcia@mitacademy.org) to find out about opportunities on campus, you can also check our monthly bulletin, weekly email or check our website at [www.mitacademy.org](http://www.mitacademy.org).

Your volunteer hours are to be completed by the end of May. Parents can begin earning volunteer hours for the next school year starting in June. If you have not completed your volunteer hours, please contact the Parent Volunteer Coordinator, as soon as possible in the main office.

## Office Hours

8:00 am – 4:30 pm  
Monday - Friday

## Contact us at

Phone: 707-552-6482, ext. 115

Fax: 707-552-0288

[www.mitacademy.org](http://www.mitacademy.org)

Email: [egarcia@mitacademy.org](mailto:egarcia@mitacademy.org)

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2 Positive Place  
Vallejo, CA 94589



Mare Island  
Technology Academy



Parent/Guardian  
Volunteer Hours

2016 - 2017

Mare Island  
Technology Academy

## Parent/Guardian Volunteer Hours

for all students...

**Volunteer Hours are calculated by the number of years your family has been part of MIT Academy. They are recorded under your oldest student's student ID number.**

1 <sup>st</sup> year at MIT	40 hours
2 <sup>nd</sup> year at MIT	35 hours
3 <sup>rd</sup> year at MIT	30 hours
4 <sup>th</sup> year at MIT	25 hours
5 <sup>th</sup> year at MIT	20 hours
6 <sup>th</sup> year at MIT	15 hours

12<sup>th</sup> Graders Fundraising:  
"Washington, DC Trip"

**\*\*We have year-long Volunteer Activities in Lieu of Tracking, please ask me about them!**

**\*\*\*High School students (currently enrolled) can help out their families with volunteer hours. Middle School students are not allowed.**



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# Parent/Guardian Volunteer Hours Procedures

If you have any questions, please contact the Parent Volunteer Coordinator at 707-553-6482, ext.115 or you can email her at: [egarcia@mitacademy.org](mailto:egarcia@mitacademy.org). **Hours are only approved by the Parent Volunteer Coordinator.**

### When arriving on campus to fulfill your Volunteer Hours during the work week >>>

- First go to the Main Office H1 ½, sign-in in the Parent Volunteer Binder, and let the office know where you will be working.
- Then get an MITA Volunteer Hours Slip and a Sticker, and please make sure to complete the following:
  - Volunteer name.
  - Student name and grade.
  - Date and time you arrived; then when done, the time you finished working.
  - Description of what you did.
  - Signature from the staff member you helped.
- Return to the Main Office H1 ½ to sign out for the day and have an office staff initial your Volunteer hour slip.
- When completed, the slip will be placed in a locked wooded box. This will then be processed by the Parent Volunteer Coordinator.
- Note: The office does not make copies of slips or gives receipts. Please keep records of when/what you have contributed in case of discrepancies.

### When arriving to fulfill your Volunteer Hours for Saturday Work Crew >>>

- The first 20 volunteers will be accepted.
- Check in by the Green Maintenance Fence with Rene Bartolome.
- Rene will then let you know what work is assigned for that Saturday & he will provide you an MITA Volunteer Hours Slip. Please make sure to complete the following:
  - Volunteer name.
  - Student name and grade.
  - Date and time you arrived.
- Once you have completed the first three sections Rene will take the slips & keep them until you are done for the day.
- When you have finished, Rene will then hand back the slip and you will finish completing the following:
  - Time you finished working
  - Description of what you did
- Once you have finished filling out the Volunteer Hours Slip, Rene will then sign off on your slip to show you were on campus.
- The following Monday morning, Rene will then turn in all documents to the Parent Volunteer Coordinator.

### When you complete all of your Parent Volunteer Hours >>>

- You will receive a Certificate letting you know you completed your hours.
- If you have an overage of hours:
  - You can donate the overage of hours to friends or families in need. (Please contact the Parent Volunteer Coordinator to make arrangements.)
  - They are not carried over to the following year.

### How to track your Volunteer Hours >>>

- You can check your Volunteer Hours via the website at <http://www.mitacademy.org>.
- You will need your child's student number to look up your Volunteer Hours. Call Coordinator for assistance.
- To ensure an accurate account for your hours, please turn in your slips when you complete your task!
- You should keep a calendar or other such item record of what you have done / donated.