



OUR LADY OF THE LAKES
LAKER CREDITS

Policies

FAMILY INVOLVEMENT CREDITS

Background

Beginning in the 2011-2012 school year, Our Lady of the Lakes instituted a mandatory parent participation program called Laker Credits. The program requires that all families volunteer at fundraising and / or service activities sponsored by the school. Each family is required to complete a preset number of credits.

In addition to helping staff events in order to meet fundraising goals, the requirement of these credits will provide families with social networking opportunities so that new and returning families can be part of the Laker experience. There are a variety of dates, times, and events available so all families can complete their credit obligation, regardless of their schedules. In order to encourage completion of credit requirements each family is required to submit a \$500 check with their registration as collateral until their full credit obligation is met.

Required Number of Credits

Each family with a student(s) in:

- Kindergarten, Elementary, Middle or High School will be required to complete **25** credits.
- Preschool are not required to participate in the program.

The Administration reserves the right to modify these requirements each school year.

Collateral Check

Beginning with the 2019-2020 school year, a collateral check will no longer be required.

At the time of registration for each school year or on a date otherwise prescribed, each family must choose whether they will work towards earning the required number of hours or they may choose to pay \$500.00 via their FACTS account in lieu of completing the required number of hours. FACTS accounts will be debited \$500.00 in the listed month for the following situations :

- August if the family indicates that they would prefer to pay in lieu of completing credits.
- March 1st for any family which fails to complete the required credits.

Buy out Option

We strongly encourage each family to fulfill its obligation by completing the required number of credits. However, families that prefer to pay for the hours in lieu of donating their time may do so. Please notify us via the Laker Credit email and advise us in writing that you would like your account charged in lieu of completing the credits.

Tracking of Credits

All required credits must be completed between July 1 and ending May 1 of the following year. Total required credits must be completed (or registered for completion) by May 1st. Credits earned over and above the families required amount may not be carried forward into the next year. Parents can register for credit eligible events on the Laker Credit website under the “current parents” tab of the school website. Proof of attendance via a sign in sheet or by other means may be required in order to receive credit. Failure to register through the website may result in no credit given for time worked. All credit will be tracked through the Laker Credit program. Parents are responsible to check their Laker Credits account periodically to ensure accuracy. They should advise the Laker Credits Administrator of any discrepancies or errors in writing via email at lakercredits@ollonline.org. Extra credits will not be carried forwarded to the next school year.

Registering for an event

Volunteer opportunities will be posted on the Laker Credit website, accessible through the Our Lady of the Lakes web site, as they arise. See Laker Credits System documentation on Our Lady of the Lakes school website for detailed instructions. Some events that occur on a regular basis, like lunch and recess duty, may be posted months in advance. However, events are being continuously added, so it is a good practice to check the site often for new opportunities. Keeping track of credits is your responsibility so check this page often to be sure all your credits are being captured.

Credit assignments

Credits will be assigned to functions / duties based on their level of responsibility and involvement required, not necessarily the amount of time worked. Assignment of credits will be the responsibility of the Administration. Credits will be given to events that meet one of three criteria:

1. The event directly raises funds
 - a. Renaissance festival, concessions, Silent Auction, etc.

OR

2. The event is cost avoidance in nature.
 - a. Playground / lunch duty avoids the cost of hiring staff

OR

3. The event is Ad Hoc
 - a. The event does not fall into one of the pre-defined event categories. Volunteer must have prior approval by Administration for event and assignment of credit. Participation in activities not listed may not be awarded credit.

Some activities, even though they have parent involvement, may not earn credits. Credit will not be given for field trips and/or parties as these activities do not meet the eligibility criteria.

Credits will only be earned from the approved list created by Administration.

Tuition Reduction Incentive program (TRIP)

Starting in the 2014/15 school year, families may earn credits by participating in the TRIP. For every \$500 spent in the TRIP, 1 credit will be awarded to the family. Credits will be applied to your account on a quarterly basis.

Completion of credits

Families who successfully register and complete all of the required credits will be notified of their completion. Notification will be on a periodic basis and may not be upon the date of completion of the required hours

Waiver of credits

Families may request a waiver of Laker Credits through school Administration. Any family requesting a waiver must indicate in writing the nature of their hardship. These cases will be handled on a case-by-case basis and will be decided by Administration. Families should be aware that in order to qualify as a hardship case, there must be a rare and significant event within that school year which impedes your ability to complete your credits. Situations that will not be considered hardship cases: divorced or single parent families, full-time employment of parents, not enough time left in the school year to complete credits.

Families may request Tuition waiver through the Pastor at Parish Administration.

Definition of family

In order to be as flexible as possible, the definition of family (who can earn credits under your family name) is extremely broad. Anyone who is willing to work for you may earn credits for your family; grandparent, aunt, uncle, neighbor, etc. These people must be added to your family and registered for events through the Laker Credits website. Please be aware that all workers must be over the age of 18, and at venues where alcohol is served, they must be 21 years of age.

Failure to report for assignments

If you or a family member has registered to work at an event you are expected to be there. If you are scheduled to work at an event and fail to show as scheduled:

- The 1st offense will result in no credits earned for that event
- The 2nd and / or subsequent offenses may result in any of the following:
 - o A warning
 - o Docking of credits already completed
 - o Charging of your FACTS account