

Cherry Creek Academy  
**Volunteer Policy**

All parents/legal guardians of children at CCA shall volunteer as outlined below:

Two parent family – 40 hours, per school year  
(both parents in the same household)

Joint parenting family – 20 hours each parent, total of 40 hours, per school year  
(parents in separate households, but both responsible for child's care)

Single parent family – 20 hours, per school year  
(one parent solely responsible for child's care)

All families shall sign a yearly volunteer contract.

All families shall sign a confidentiality agreement before completing any volunteer work.

All hours shall be logged on the computer at CCA or recorded in the CCA volunteer logbook. This is to be done by adult family members only.

Parents or Legal Guardians only may gain volunteer hours for the following activity:

Volunteering on Senate Committees

Parents, Grandparents or Legal Guardians may gain volunteer hours for the following activities:

Volunteering in the classroom

Volunteering with individual/groups of children (please do not bring younger children with you)

Volunteering in school sponsored events

Volunteering at home with work for teachers

Volunteering with any specials teachers

Volunteering in the lunchroom

Volunteering on field trips and any school sponsored outings

Volunteering as Chaperones on long distance CCA approved class/grade trips

Carpooling team members to a CCA sports event (must be other students in addition to your own child)

Volunteering in CCA sports events

Volunteering with the Volunteer Committee

Parents, Legal Guardians, Grandparents, Family Members (over middle school age – 7<sup>th</sup> or 8<sup>th</sup> grade), Friends or Neighbors may gain volunteer hours for the following activities:

Saturday Work Days

Volunteering on school grounds (playground clean up, etc) during off school hours

Volunteer on summer building work

Donating your volunteer hours to another family is not permitted.

Volunteer hours may be gained by:

Volunteering with traffic – eligible persons to be determined by staff traffic controller

Misc. volunteer areas approved by the Director and/or Volunteer Coordinator – eligible persons to be determined by the Director based on the activity

Volunteer hours may be gained for the current school year within the effective dates of July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

Activities with CCA students, conducted with the consent of the Director, but not a part of the CCA curriculum, may be logged as volunteer hours after the requirement of 40/20 hours is completed (i.e. Boy Scouts, Girl Scouts), NOT including CCA Athletic or Academic Teams.

Double hours will only be given during the second semester (if needed) and only for the following areas:  
Traffic  
Lunchroom

Overnight trips/events have been designated set hours. The trip to Washington D.C. can accrue a maximum of 115 hours. The trip to Estes Park, Colorado is set at 35 hours. Any other hours for overnight trips will have to be approved by the Volunteer Coordinators, Senate member, or the Director.

Any family not completing their volunteer hours will lose sibling priority privileges and will be found ineligible to vote in CCA elections. Families with incoming siblings are asked to complete 20/10 volunteer hours by February 1<sup>st</sup>, with the understanding that the remaining hours need to be completed by June 30<sup>th</sup>. CCA retains the right to publish in the CCA Gazette all families who fail to complete their proscribed hours. The CCA Senate retains the right to call any family before the CCA Senate who repeatedly ignores their volunteer commitment.

Any family with circumstances prohibiting their ability to perform their volunteer hours must meet with the CCA Director.

The Volunteer Coordinator will tally volunteer hours and will notify each family quarterly with their current volunteer hours. These volunteer notifications will be sent with the youngest child's report card. The Volunteer Coordinator will contact any family with zero hours at the end of the first semester.

Any hours completed over forty hours are noted and greatly appreciated by the teachers and staff. We are proud of our commitment to volunteering and all our great volunteers.

Revised 05/07