



VIP Program Questions and Answers

For simplicity, answers are provided assuming a 20 hour per year service requirement. Please remember that your required hours may be different.

Is VIP service required of all BCS families?

Yes, VIP service is required of all BCS families. However, we understand that not every family is alike and some may have legitimate reasons to be exempt from the program. Some examples of these are medical reasons and guardianship of an International student. In order to qualify for exempt status, please submit the *VIP Exemption Request* found on the PTF website to the President or the Elementary Principal. All requests remain confidential.

How many hours am I required to serve?

The number of hours served is based on the family status you indicated on the *VIP Time and Talent Agreement*. Married couples should serve 20 hours total. Please keep in mind that this requirement is per family, NOT per person. Single-parent families should serve 10 hours.

How many hours are required of parents coming to BCS mid-year?

VIP hours are assessed on a pro-rated basis of 2 hours per month. For example, if you arrive in early Feb., you will be required to serve 8 hours. A chart can be found in the VIP Handbook.

Can my student help me earn my VIP service hours?

Because we all want our children to be developing servant hearts many students do serve alongside their parents at Fall Festival and other events. However, student hours do not count for the VIP Parent Service Program.

Does everyone have to report their hours?

No, some positions require a substantial commitment of time (in excess of 20 hours per school year) and energy. These are crucial program roles and parents who serve in these positions are willing to oversee/coordinate the entire program/event. Parents who serve in these positions receive all 20 hours credit up front and are not required to record service hours throughout the year. For a list of these positions, please see the VIP section on www.bcsptf.org or the VIP bulletin board.

I am an event/activity coordinator. How do I report time so that parents receive their credit?

For individual reports, please submit a *VIP Service Credit Form* or email the VIP Program Coordinator at vip@brentwoodchristian.org.

When multiple parents serve, you may use a *VIP Service Sign-In Sheet* or send an email list of parents who served to vip@brentwoodchristian.org. The VIP Service Sign-In Sheet will be available on RenWeb and at www.bcsptf.org. If you submit a Sign-In Sheet, please keep a copy for yourself.

Where do I get the VIP Service Credit form?

There are several ways to obtain the form. You can print it from RenWeb or the PTF website, www.bcsptf.org, or you can pick the form up in the elementary or secondary office. For major events such as Fall Festival, Jog-a-Fun, Book Fair and Grandparent's Day, there will be a sign IN and OUT sheet that you will need to sign at the event to receive credit. No need to submit a service credit form.

My event coordinator signed my VIP Credit Report and gave it back to me. What should I do with it?

Simply give the *VIP Credit Report* to the elementary or secondary office and it will be placed in the VIP mailbox. The VIP mailbox will be checked at least once a week.

What happens if my VIP Credit Report is submitted without an approval signature?

The form will be returned to the coordinator for approval.

Where can I find out about service opportunities?

There are several ways that we use to make you aware of service opportunities. Monthly service needs and the name and email of the contact person are communicated on the back of the monthly BCS calendar. This flyer can be found in several places: RenWeb, the PTF website, and the VIP bulletin board which is located in the lower elementary building outside room A-112. For elementary students, this flyer is also sent home in the Friday folders. Please contact the listed program coordinator directly with your interest.

Will there be evening, weekend or work-at-home service opportunities for working parents to fulfill their requirement?

Yes, many opportunities exist such as handwork for teachers, serving at athletic events, Fall Festival, playground workdays and campus beautification. These opportunities are communicated on the monthly service needs flyer.

Do Homeroom Representatives receive 20 hours credit up front?

No. Classes have anywhere from 1-5 homeroom reps, and each class has a wide variety of needs, expectations, etc. that can be met with very few hours or very many hours. This is based on participation levels from other parents and their level of creativity etc. The time you put into serving as a homeroom rep will be credited toward your annual hours when you submit a *Volunteer Credit Report* that has been signed by the teacher.

I drove my child to an athletic event. Do I receive service hours?

Credit is only given for driving to athletic events if the event is during school hours and the parents are *solicited by the event coach and multiple students are transported*. If the event is one in which each parent is responsible for transporting their own child to the event, it is not considered a service position. For example, if parents take their student to play at an opposing school's basketball game, they will not receive service credit.

I spent the day at school watching and running with my child at Jog-a-Fun. Do I get credit for that?

The key to answering this question is responsibility. Did you perform any assigned duties at the event? If the answer is yes, then of course you will receive credit. However, attendance only will not count toward your credit hours. Some other examples include class parties, Field Day, and the Nutcracker dinner.

If I go on a field trip with my child's class will I receive credit for hours?

Yes, if you drive and/or chaperone a class field trip AND transport and/or supervise more than your own child you will receive service credit from the time you leave the classroom until you return the students to the teacher's care. Specific information for each field trip will be provided on the *Permission Slip* for that particular trip. *If you choose to participate in a field trip but request to take only your child, you will not receive credit.*

Driving or chaperoning middle school/high school class trips, out-of-town academic competitions or elementary field trips that last more than one day (such as NASA, the Lexington, or TCSIT) will be credited with 8-hours PER DAY for one parent per family.

Teachers will submit a list of parents who serve and the number of hours each served to the VIP coordinator within three school days of the trip.

Do I receive credit when I buy or make food or bring other items for class parties or school events?

No. Items for any class party or for any fundraising event that are donated or the time it requires to make the item will not be included in your service hours.

Do I get credit if I help Booster Club, drama, choir or band?

Yes, any needed service time that you give to BCS will receive credit. Please check with the event coordinator to see if they will report your hours or if you need to submit the *VIP Service Credit Form* with the event sponsor's signature.

How do I know when I have met my required service hours?

Once you have met your required service hours you will see "20 hours – Complete" on RenWeb.

I have served more than my required hours. Why aren't those hours posted?

While we greatly appreciate the additional hours that you serve, tracking those hours is an unnecessary and time-consuming task.

If I am granted an exemption, what will I see for my service hours record?

Your record will say "Exempt – 0 hours required"

I have served most of our hours but they are all posted under my spouse's name.

Why?

Due to RenWeb system limitations, hours can only be posted under one parent's name.

I see a calendar year total and a school year total on RenWeb. Why?

Again, this is due to RenWeb system limitations. Please disregard the calendar year total. *BCS only looks at the school year total.*

I served some hours during the summer but the earliest date I see posted is the first day of school. Why?

RenWeb will not recognize anything posted with a date occurring before the first day of school when calculating your total hours for the school year. Please look at the description of hours served to insure that you are being properly credited for summer hours.

What should I do if my service hours are incorrect on RenWeb?

Please contact Anita Chambers, the VIP Program Coordinator, at vip@brentwoodchristian.org so that she can make necessary corrections.

I have met my requirement but would like to continue serving. Can I donate my additional hours to a family in need?

Yes, you can. Please submit your time as you normally would and send the VIP Program Coordinator an email to communicate your wishes. You may gift those hours to a specific individual or you can donate them to the "scholarship fund". Scholarship fund time will be distributed as determined by the administration and the VIP Program Coordinator for cases of special need.

Can I give my gifted hours anonymously?

Of course! If you wish, the VIP coordinator will be the only person who knows that you donated hours. For example, if you gift 3.0 hours to Suzy Q, when she looks at her service hours she will see "Gifted Hours – 3.0". Suzy Q will be sent an email informing her of the gift but not the giver's identity.

We will be leaving in the middle of the school year. What happens with our VIP requirement?

Your hours required will be prorated based on 2 hours per month for the number of months you have been at BCS. For example, if you leave in Feb., you will be responsible for 14 hours of service (2 hours per month).

What happens if I cannot serve all of the required hours?

If you cannot serve all of the required hours, you will be assessed a fee of \$20 per hour for each hour not served. For example, if you serve 16 of 20 required hours, at the end of the school year, you will be billed \$80 (4 hours x \$20 per hour).

Why is the Financial Buyout Fee in lieu of serving so high?

While your treasure will go to a worthy cause – our school's technology fund - the goal of the program is to serve BCS with your time and talents.

I still need clarification or you still haven't addressed my question.

No problem. Just contact Anita Chambers at vip@brentwoodchristian.org. You'll receive an answer ASAP.