

# St. Matthew Catholic School

## Share Hour Program



St. Matthew Catholic School  
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[www.stmatthewschoolhillsboro.org](http://www.stmatthewschoolhillsboro.org)

## Welcome!

You have chosen to be a part of the St. Matthew Catholic School community, and we could not be more honored and excited to include you in our family! Thank you for your support of Catholic education and St. Matthew.

The Share Hour Program is a vital part of keeping tuition costs as low as possible. In addition, when parents show their children they use their God-given gifts to help others, research shows those children do better in school as a result.

This year, get involved! Although the Share Hour Program is a requirement for parents, participating in the program allows you to get to know the school and community and meet new families. If you need help finding a way to use your specific talents within the school, ask Paula Dunn at the front desk or Lesley Lindell, Principal. We would be more than happy to help you get plugged in to something! Hours.

## Approved

### Share Hour Activities

- ◆ SAC (School Advisory Council)
- ◆ Parent Club Board
- ◆ Building Committee
- ◆ Leadership Council
- ◆ Response Team
- ◆ Lunch Crew
- ◆ Room Parent
- ◆ SCRIP Team
- ◆ Clothes Closet
- ◆ Fall Festival
- ◆ Wreath Sale
- ◆ Auction Class Project
- ◆ Auction
- ◆ Jog-a-thon
- ◆ Parent Club Events
- ◆ Marketing/Enrollment Events
- ◆ Field Trip Chaperone
- ◆ Other (subject to pre-approval by Mrs. Lindell)

*Please note that the option to select some activities will expire once the event has ended.*

# How to turn in your Share Hours

Share Hours should be submitted electronically once the volunteer task is completed. The deadline to submit hours is the last day of each month, except for the month of June. June hours need to be submitted by the last day of school. The electronic form is set up to submit each job individually and only takes a minute to submit. Hours can be submitted through any device, computer, tablet, or phone. The Share Hours requirement is 35 hours for two parent families and 17.5 hours for single parents. Families are billed at the end of the school year at a rate of \$25 per hour for uncompleted Share Hours.

The electronic link can be found here:

<https://forms.gle/d4Tqth6bEkpqAThp8>

This link is also posted on the school website under the Volunteering section.

# Archdiocesan Volunteer Training Requirements

The Archdiocese of Portland requires that all volunteers who work with children complete mandatory training and background checks. If you will be volunteering in the school building during school hours, we require that you complete these volunteer requirements. Volunteer badges will be issued by the school and must be worn while volunteering in the building. Listed below are the requirements for those wishing to volunteer during school hours or with children.

- 1. Current Archdiocesan Background Check** (*renew every 3 years*)
- 2. C.A.S.E. Training (New for 2019-2020)**
- 3. Standards of Conduct for Ministry with Children and Youth** (completed online or at school office)

# IRS Rules Regarding Share Hours

## Volunteer Hours/Reduced Tuition and Fees

Federal income tax laws state that, in general, any time value is received for services performed, the amount of the value received is taxable income to the person providing the service. One of the exceptions to this general rule is IRS Code Section 117(d) that says that qualified tuition reduction is not included in income. Qualified tuition reduction is available to employees of certain organizations (Catholic Elementary Schools are eligible) for the education at the organization of the employee, spouse of child. This exception does not apply if someone other than the parent is providing the service. For example, if the grandparents of older siblings provide the volunteer hours to obtain the reduced rate for the student, the amount the fees are reduced would be taxable income to the grandparent or older sibling of the student.

**Impact:** There are no income tax consequences to the parent volunteer (and no tax reporting requirements to the school) when parents receive reduced tuition and/or fees in exchange for volunteer time at the school. This applies to volunteer hour commitments made by parents as well as reduced tuition rates received for special circumstances such as chairing a major fundraiser. (Note: Fundraising profits could be subject to UBIT if one of the exceptions discussed below is no longer being met because the volunteers have become “employees” receiving non-taxable income in the form of Qualified Tuition Re-