



St. Thomas More Collegiate

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Parent Participation Program (PPP) Policy

1.1 Purpose

The Parent Participation Program (PPP) exists to support the St Thomas More Collegiate (STMC, 'the school') community through meaningful family engagement, while providing families with a clear and equitable choice between volunteer service and a fee in lieu of work within our community.

1.2 Scope

This policy applies to all families with enrolled students, regardless of the number of students enrolled. Families with multiple students are required to complete the program once per family per school year.

1.3 Program Year

The Parent Participation Program year runs from July 1 to June 30 each school year.

1.4 Participation Requirement

Each family must fulfill one of the following annually:

- Complete 20 volunteer hours,
- Pay a fee in lieu of work within our community of \$1,000,
- STMC and CISVA teachers and admin are exempt on written application to the school.

Pay or exclude through the link on our website. All volunteer hours must be completed prior to June 30 or by the final available volunteer opportunity, whichever occurs first.

1.4.1 Major PPP Event Requirement

To ensure broad participation in cornerstone school events, a minimum of 4 of the required 20 volunteer hours must be completed at one or more of the following Major Parent Participation Program (PPP) Events:

- Knights Christmas Market
- A Knight to Remember Gala
- Homecoming
- WalkATHon
- Graduation events - *Grade 10 & 11 parents only*

These hours count toward the 20-hour total and must be logged and approved on OnVolunteers.com.

Failure to complete the required Major PPP Event hours will result in a prorated fee in lieu of work within our community..

1.5 Approved Volunteer Activities

- Only roles listed in the official Parent Participation organizational chart are eligible.
- All approved volunteer opportunities will be posted, managed, and tracked through OnVolunteer.com, which serves as the official platform for:
 - Opportunity listings
 - Sign-ups
 - Hour tracking
 - Progress monitoring

Volunteer activities not approved or not recognized through this process will not count toward required hours.

1.5.1 Volunteer Hours Not Listed on OnVolunteers.com

- Volunteer activities not published on OnVolunteers.com must be submitted manually using the form link on our website with the committee lead sign-off or accompanying

email verifying hours.

- The deadline for submission of these hours is May 15.
- Submissions must be sent directly to the PPP Lead for review and approval.
- Hours submitted after May 15 may not be accepted.

1.6 Program Administration

- The program operates under the STMC Parents' Association (PA).
- A designated Parent Participation Program Lead oversees day-to-day administration.
- A Volunteer Coordinator Lead or designated school employee may approve and sign off on volunteer hours.
- School Administration holds final authority in all disputes.

1.7 Fee in Lieu of Service

- Families may opt to pay the \$1,000 fee in lieu of completing volunteer hours.
- Fees are not tax-receiptable.
- All fund collected through this program will go to the Tuition Assistance for Families in Need Fund

1.8 Verification & Tracking

- All volunteer hours must be logged through OnVolunteer.com.
- Hours are subject to approval by the assigned coordinator or supervising staff member.
- Families may monitor their progress at any time through the platform.

1.9 Carryover

- Volunteer hours do not carry over from one school year to the next.
- Excess hours completed beyond the 20-hour requirement are not banked.

1.10 Criminal Record Checks (CRC)

Any volunteer role involving supervision of students requires a valid Criminal Record Check.

eCRC link: <https://justice.gov.bc.ca/criminalrecordcheck>

and STMC code: **4A8TK2AJ2T**

1.11 Exceptional Circumstances

The Administration reserves the right to make final determinations on a case-by-case basis.

1.12 Role Availability

If insufficient volunteer opportunities are available, families may contact the designated program contact for assistance in securing eligible roles.

1.13 Review & Amendment

This policy will be reviewed annually.

Amendments require approval through established governance processes.