



Service at

**The
Rich
Center
for
Autism**



THE PAULA & ANTHONY

RICH
CENTER FOR
AUTISM

TREATMENT • EDUCATION • RESEARCH

 YOUNGSTOWN STATE UNIVERSITY

The Rich Center for Autism

2017-18

Parent Service Handbook

Service Hours Guidelines 2017-18*

*Please keep in mind that this list will develop and change over the course of the year. Please be flexible.

Each family at The Rich Center is required to earn 75 service hours per academic calendar year (July 1, 2017-June 30, 2018). There are many different ways that the service hour requirement can be met. This list details some of the ways and emails are sent out by Mona or Bergen when other opportunities arise. Individual progress can be tracked on the Track it Forward website and app.

All service hours for this year will be tracked on Track It Forward. You will need an email account to sign up, but from there you can log all of your own hours and check them at your own convenience. Please see Mona if you are not already signed up and need to register.

Classroom Hours

- **Donation of Party Item** **1 Hour/\$10**
Purchasing a food item for the classroom party, bringing supplies for the game, bringing the cups/plates, or any other party needs.
- **Room Parent** **2 Hours per party**
Will be in charge of coordinating party plans with the other parents in the classroom. Will be responsible for turning in a tracking sheet for each party.
- **Party Helper** **Time Spent**
Helping with a task at a holiday party assigned by the room parent. Parents do not receive service hours for attending parties.
- **Prep Work for Class Craft (by teacher request only)** **Time Spent**
Anything that a teacher requests such as cutting, gluing, coloring, preparing materials for a project or craft.
- **Bulletin Boards (by teacher request only)** **5 Hours***
(*includes prep time and assembly) Decorating bulletin boards for various holidays/activities. Buying supplies also counts towards your service hours: \$10=1 hour.
- **Cleaning Room/Toys** **Time Spent**
The classroom and its contents need disinfected often. This person would assist in this process.
- **Yearbook Photos** **1 Hour**
Turn in five photos of your child taken at Rich Center parties, events, or activities and receive 1 service hour. These photos will be used for the yearbook.

Outside the Classroom

- **Lottery Calendars** **5 hours/packet**
This is the one **REQUIRED** fundraiser for all families at The Rich Center for Autism. Each family is **REQUIRED** to sell five (5) calendars minimum, though there is no maximum. Each calendar is \$10 a piece and 5 service hours are earned for each packet sold.
- **Events Office Help** **Time Spent**
Sign up to be on a call list for when assistance is needed in the Events or Front Office. Will be notified when hours are available.
- **Sign up for Apples for Students at Giant Eagle** **1 Hour per sign up**
Sign up for Giant Eagle's Apples for Students and receive a service hour. Can receive for self and/or for friends and family. Must submit proof in the form of a screenshot or printout to receive.
- **Basket Donation** **Varies**
If soliciting baskets from local businesses, you will earn time spent. If making and donating, \$10=1 hour + time spent putting together. If donating items to a basket \$10=1 hour.

- **Helping at an Event** *Time Spent*
Events are posted on Track it Forward. You must sign up and log service hours at <https://www.trackitforward.com/site/83242/events>.
- **Attending Parent Meetings** *Time Spent*
Parents do NOT receive drive time for parent meetings.
- **Phone-a thon** *Time Spent + Bonuses based on \$ amount raised*
Making calls on set dates throughout the spring to solicit donations from donors on provided call lists. The sessions take place in the evenings.
- **Donation of Baked Goods for an Event** *2 hours per item*
An item is 2 dozen of a baked good, e.g. 2 doz. cupcakes, 2 doz. cookies, etc. (If item is bought \$10=1 hour).

Donating a Wal Mart Gift Card **1 hour/\$10**

These should be turned into the front office. Gift cards will be used to buy supplies for the school.

School Shopper **Time Spent + Drive Time**

Shop for school supplies at either Wal-Mart or Sam's Club from a list provided from the front office. Parents do NOT pay for the items. Items are purchased by school staff. Available monthly.

Training Modules **Time Spent**

The Autism Certification Center at <https://autismcertificationcenter.org/> offers training modules about Autism. An account is free for the first year and "Faces of Autism" module (1.5 hrs) and the age appropriate module for your child (10 hrs) can be completed for a total of 12 service hours. Certificates of Completion must be printed out to receive credit for the course.

Fundraising Hours

Will Vary as Programs are Set

Descriptions of recurring annual events will be listed in this booklet, but Mona and Bergen in the Development office will send out correspondence on upcoming events. Events will also be posted on the bulletin board in the main hall, on the calendar on The Rich Center website (<http://richcenter.yosu.edu/>), and on the Track It Forward page (<http://www.trackitforward.com/site/rich-center-autism>).

Questions about service hour opportunities at events can be directed towards Mona Bozick, Events Coordinator, in the Development Office off of the conference room, at mbozick@yosu.edu, or 330-941-1532.

Projects and Activities

Newsletter Assistant *(AVAILABLE)* *Time Spent*

Will assist the Front Office staff in compiling information for the monthly newsletter and in producing the newsletter for distribution.

Photographer *(AVAILABLE)* *Time Spent*

Responsible for attending events and school parties to take photos to be used on the website, in the yearbook, etc. Should own a camera and be a halfway decent photographer.

Yearbook Coordinator (AVAILABLE) Time Spent

Will compile and produce a yearbook for the families at The Rich Center for Autism.

Room Parent Coordinator (AVAILABLE) Time Spent

Coordinates planning holiday classroom parties with the room parents. Responsible for making sure that all parties are planned and staffed with helpers.

Staff Appreciation Luncheon Coordinator (AVAILABLE) 10 hours

This person is responsible for organizing the Staff Appreciation Luncheon. You are responsible for organizing everything from the food donations, decorations, set-up, and organizing helpers. Must coordinate with the Parent Advisory Board. Helping the day of the event is time spent.

Photo Project Coordinator (AVAILABLE) 30 hours

This project will require the coordinator to be familiar with photo software and have excellent organizational skills. Will be responsible for putting together a committee to help with digitizing Rich Center photos and organizing them into digital folders.

Event Committee Chairs (AVAILABLE) Time Spent

Responsible for leading a planning committee for an event (e.g. Santa's Workshop, Night at the Races). Committee chairs will report to Mona Bozick, Events Coordinator. All plans must be approved by Mona.

(Night at the Races Coordinators: Tracy Marciano, Kelly Willis, Michelle Lopatta)

School Activities Committee Chairs (AVAILABLE) 15 hours

Responsible for leading a committee that helps to organize school activities such as monthly toy cleaning and holiday parties. These committees are there to address needs within the school and will report to an assigned staff member.

General Foods Box Tops Coordinator 30 hours

(Current Coordinator is Tracy Marciano) Gathering all box tops turned in and adding them up at the end of the year.

*Collecting box tops for the Center: 100 box tops=1 hour.

Canfield Fair Booth Workers and other Info Tables Time Spent

(Current Coordinator is Kelly Willis)

Spend time at our tent/booth and passing out literature about Autism and The Rich Center. This involves speaking with people and many times being a listening ear.

Parent Meetings

Parent meetings will be held on the 1st Thursday of the month for the 2017-18 school year, except for October and April when they will be on the 12th. The meetings will take place in Bresnahan 3. All begin promptly at 9 am.

























Drive time















Volunteers can add one hour of drive time to their service time for each event at which they help. If family and friends are helping and everyone rides in the same car, each person receives one hour of drive time.

Please feel free to contact Kelly Willis, Family Service Hour Coordinator, at magruff2311@hotmail.com or 330-717-3803.

Service Hour Charts

Please refer to this chart if you have questions about what qualifies as service hours. Hours may be completed by you or by a proxy, e.g., a family member or friend.

Event, Activity, or Donation		Service Hours		
		By \$ Amount	By Time Served	Drive Time
Parent Orientation Meeting	Mandatory			
Monthly Parent Meetings	Requested			
Fundraising or Outreach Events	Sign up to help on Track it Forward			
Monthly Shopping or other school tasks	Sign up to help on Track it Forward			
Donation for Events	For purchased items, 1 hr. for every \$10. For projects to be completed, time served.			
Soliciting Baskets or other items for an event				
Soliciting Sponsorships	1 hour for every \$10 donated.			
Field Trips or In-school Activities				

Event, Activity, or Donation		Service Hours		
		By \$ Amount	By Time Served	Drive Time
Lottery Calendars	Mandatory- 1 hour per calendar sold- 5 calendar minimum			
Classroom Hours	For purchased items, 1 hr. for every \$10. For projects to be completed, time served.			
Training Modules	<i>See Training Modules in the Parent Service Handbook.</i>			
Box Tops		1 hour for every 100 donated.		
Donating Lottery Tickets for an Event	When requested, must buy \$10 worth to qualify for service hours			

When in doubt about whether or not something qualifies for hours, please contact Kelly Willis, Family Service Hour Coordinator, at magruff2311@hotmail.com or 330-717-3803.

Parent Meeting Schedule

for 2017-18 School Year

Thursday, September 7, 2017

9:00 AM 2068 Hynes Room

Thursday, October 12, 2017

9:00 AM Bresnahan 3

Thursday, November 02, 2017

9:00 AM Bresnahan 3

Thursday, December 07, 2017

9:00 AM Bresnahan 3

Thursday, January 04, 2018

9:00 AM Bresnahan 3

Thursday, February 01, 2018

9:00 AM Bresnahan 3

Thursday, March 01, 2018

9:00 AM Bresnahan 3

Thursday, April 12, 2018

9:00 AM Bresnahan 3

Thursday, May 03, 2018

9:00 AM Bresnahan 3

FAQ



**TRACK IT
FORWARD**
FORMERLY OURVOLTS

How to Track it Forward



To sign up for Track it Forward:

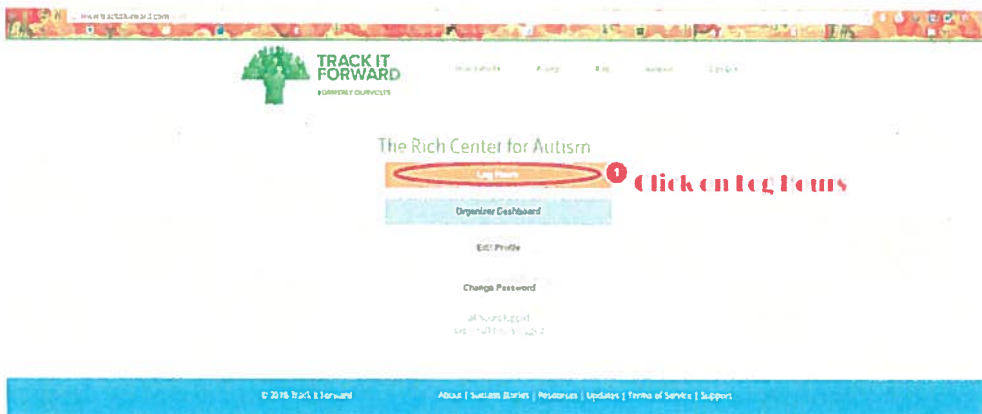
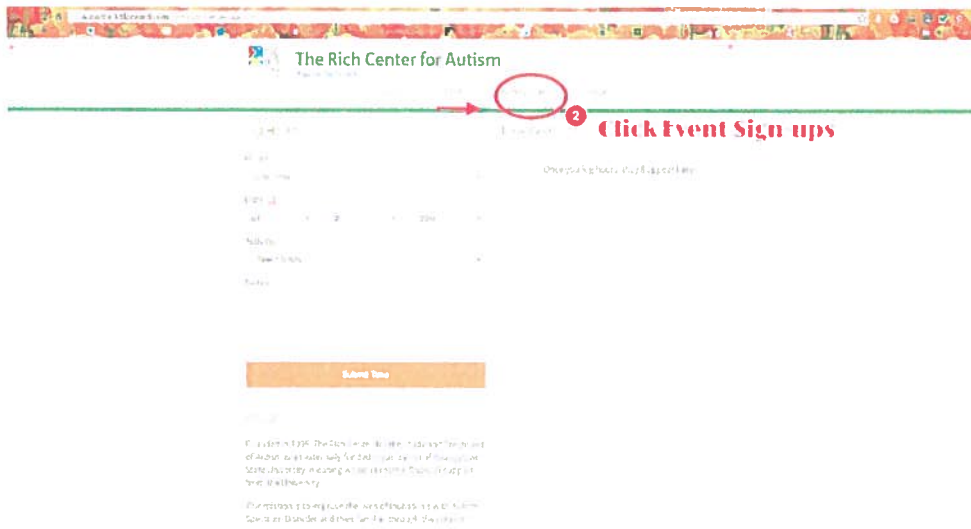
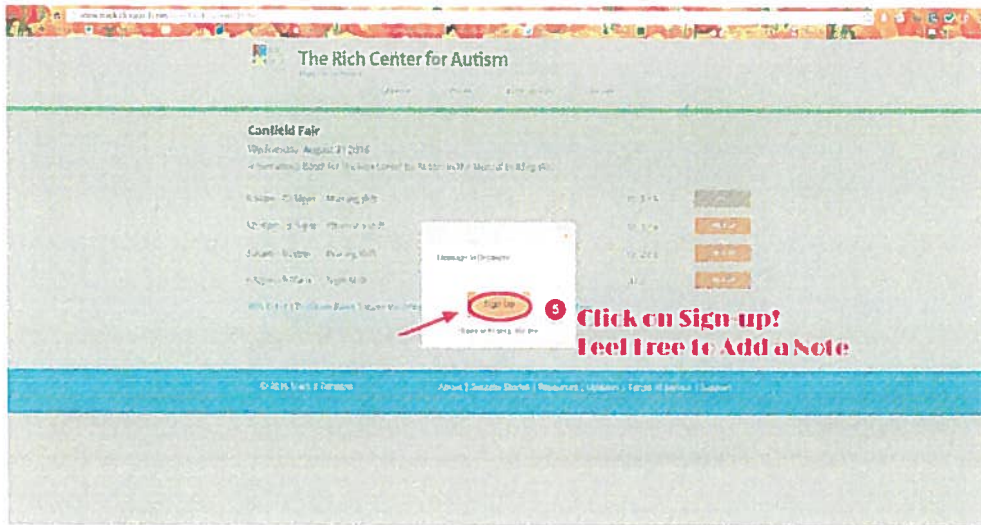
Go to The Rich Center for Autism's volunteer log which your organizer provided to you within an email link or via their website. If they did not send you link, click on the "Find a Site" link on the front page of Track it Forward and search for The Rich Center for Autism.

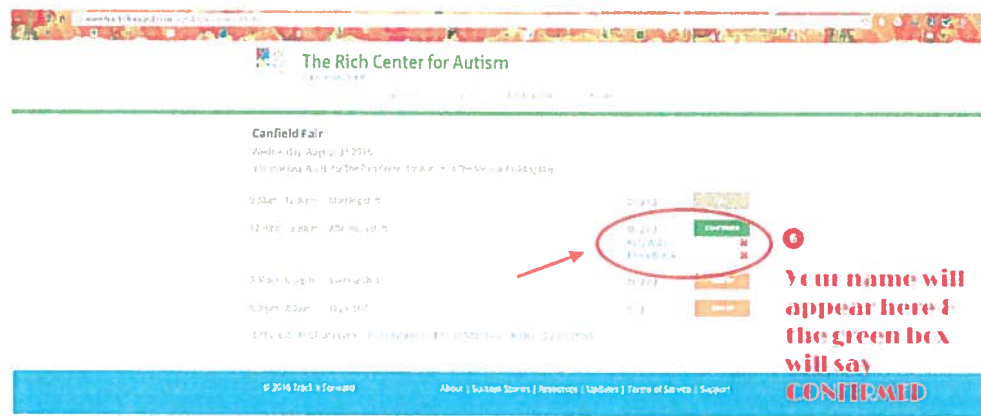
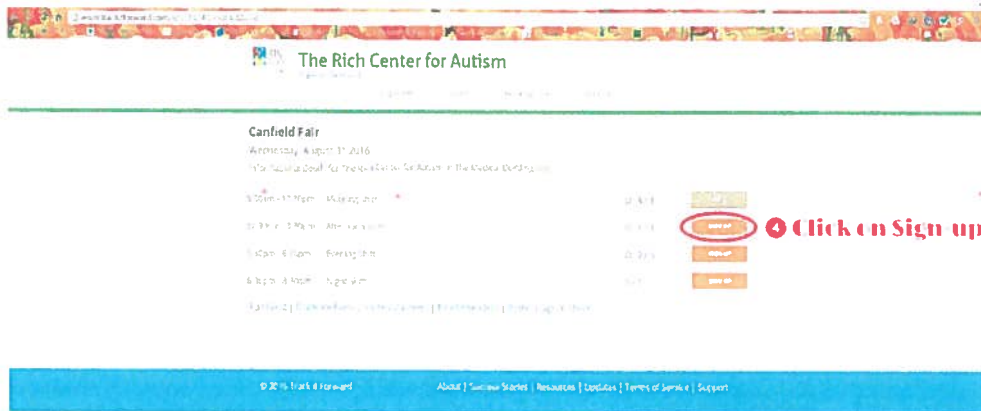
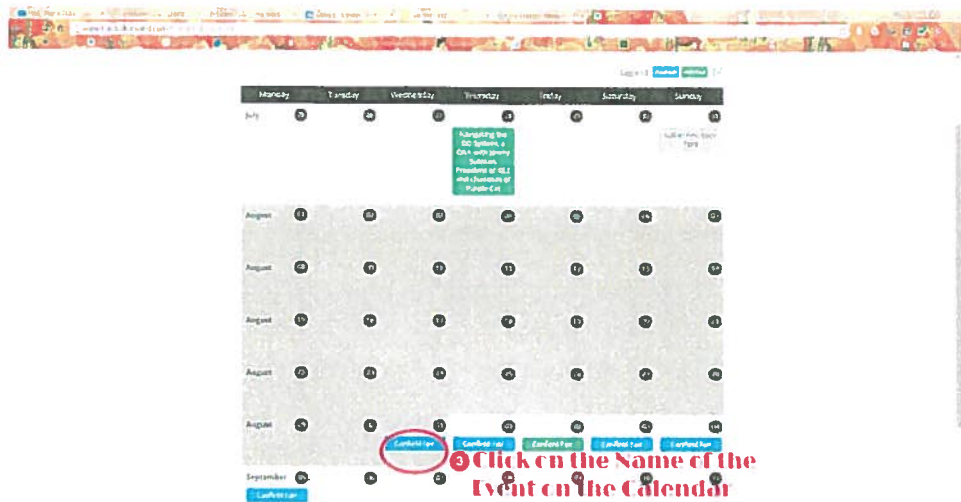
Sign in or register if you do not have an account already. If you are an outside volunteer, please let us know why you are volunteering in the notes section, (e.g., *I am Susan Smith's cousin*, or *Cardinal Mooney National Honor Society*). You will be prompted to Log Hours right away. You can add logged hour entries though the "Log Hours" tab of your account dashboard as well (just click the Account tab).

To edit any of your entries you can click on your Timesheet. If you see the entry you need to change, you can click on the entry and a more detailed description along with an edit link will appear.

However, if the hours have been approved, you will no longer be able to edit it and you will need to contact your organizer.

To start logging your hours:





To get the app:

Go to the Google Play Store or the Apple App Store and search for Track it Forward.

The app will allow you log in at events in real time and avoid all the pesky paper time-tracking sheets.



Service Hour Planner

Use this planner to help you map out what service projects you would like to do throughout the year.



TASK

Ex.// Lotto Calendars (1 hr/calendar)

Room Parent (2 hrs/party x 4 holidays)

HOURS

5

8

GOAL.....75!

