



The Rich Center for Autism

Parent Service Handbook

Service Hours Guidelines

*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 80 service hours per academic calendar year (July 1, 2019-June 30, 2020). 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 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 call office with any questions.

Classroom Hours

- **Donation of Party Item** **1 Hour/\$10**
Purchasing a food item for the classroom or holiday party, bringing supplies for the game, bringing the cups/plates, or any other party needs at the request of the teacher.
- **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.

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. Each additional calendar sold can earn 1 service hour. Example: sell 10 calendars, 5 is **required**, so you then earned 5 service hours. If no calendars are sold, you will need to earn an additional 5 hours for a total of 80 service hours.
- **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 yourself 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.

- **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).
- **Box Tops for Education** **1 hour/2 sheets**
Sheets will be available on the website, in the Service Handbook, and in the front office. See Tracy Marciano for more information.

Other Ways to Earn...

- **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 Beth and Mike 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.ysu.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 Development Office at 330-941-1927

Projects and Activities

Staff Appreciation Luncheon Coordinator (AVAILABLE) **Time Spent**

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) **Time Spent**

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 Planning Volunteer (AVAILABLE) **Time Spent**

Responsible for assisting at event (e.g. Santa’s Workshop, Night at the Races),, at direction of FRC.

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

School Activities Committee Chairs (AVAILABLE) **Time Spent**

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 (Tracy Marciano) **Time Spent**

Gathering all box tops turned in and adding them up at the end of the year.

Canfield Fair Booth Workers and other Info Tables (Kelly Willis)

Time Spent

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, October thru May. The meetings will take place at The Rich Center. 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 + time spent with documentation.			
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	See Training Modules in the Parent Service Handbook.			
Box Tops	1 hour for every 2 sheets of 25 completed & turned in.			
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.