



# FRANCISCAN MONTESSORI EARTH SCHOOL

EXPANDING MINDS. NURTURING SPIRITS. STEWARDING THE EARTH.



## Volunteer Program

Updated 10/6/2025

Dear Parents, Grandparents and all Volunteers:

The Franciscan Montessori Earth School considers our students' safety our primary concern. A key element of our curriculum since the beginning of the school has been the Earth Experience (E2s). This unique program allows our students, staff, and parent community to participate in a process that is unique to our school, instilling both an awareness of nature and the ability to gain an ongoing sense of community growth and development.

This program has flourished for decades, but it is only possible with the support of our parents. Our E2s, Going Outs, in class or school volunteers and athletics all include parents as drivers, chaperones, and as responsible adults, working in concert with our staff to provide the best experiences possible for our students.

This partnership, however, includes a need for oversight and management on the part of the Administration. This unique program works so well because our parents provide their own vehicles for our E2s, and in so doing become involved in our need for diligent oversight. As part of that oversight, the Franciscan Montessori Earth School has its own insurance policies that provide an umbrella of insurance beyond that of our parents own personal policies, and you will find details of that policy included in this packet. We communicate regularly with our insurance carrier, as we update and maintain the school's overall coverage.

In light of our continuing desire to provide a meaningful level of oversight for our Volunteers, we are asking that parents provide your Driver's License, a current valid Automobile Insurance Card or Declaration of Coverage (this will need to itemize the level of coverage provided by your insurance carrier), and a copy of your Driving Record.

You will find instructions on all aspects of our Volunteer Packet, including Fair Share Hours in the following pages. We ask that you turn your packet back in to Ellie Vy in the Main Office.

Most sincerely,

A handwritten signature in cursive script that reads "Sister Therese Gutting, F.S.E." The signature is written in dark ink and is positioned above the typed name.

Sister Therese Gutting, F.S.E.

President

# Fair Share Volunteer Program

**Purpose:** The FMES Fair Share Program fosters community spirit and awareness, and requires all families to participate equitably in community events, activities, and projects.

## Annual Requirements:

- 2-Parent Families: 40 hours
- 1-Parent Families: 20 hours
- Children's House Only Families\*: 20 hours
- Families Receiving Tuition Assistance: Additional 10 hours on top of regular requirement
- Families Starting Mid-Year: Hours will be prorated based on enrollment month

## Buy-Out:

- \$15 per Fair Share hour not completed. Any hours not logged by June 30<sup>th</sup> of the current school year will be billed in July via Smart Tuition.

## Terms:

- Families are responsible for logging their own Fair Share hours in FACTS (see Tracking section below).
- Fair Share hours are based on our fiscal year, July 1-June 30.

## Tracking:

- All Fair Share hours are tracked and monitored through FACTS Family Portal.
- Each family must enter their hours in the FACTS Family Portal.
  - Login in to your FACTS Family Portal  
<https://logins2.renweb.com/logins/parentsweb-login.aspx>
    - § Our District Code = FM-OR
  - Click on "Family" in the bar down the left side of the screen.
  - Click on the appropriate family member in the drop down menu at the top in the middle of the screen.
  - Service hours are in the right-hand column.
  - Click "Add".
  - Fill in the appropriate information.
  - If you need to log hours for another family member (grandparent, aunt, etc.), please do so under yourself and add their name in the notes field.
- Contact Laura Kirkish [lkirkish@fmes.org](mailto:lkirkish@fmes.org) if you have any questions.

### **Who Can Earn Fair Share Hours:**

- Any person 15 years or older can contribute to a family's Fair Share hours. This includes: Moms, Dads, Grandparents, Siblings, Aunts & Uncles, Cousins, Family Friends, etc.
- Volunteers must complete the FMES Code of Ethics Course and State of Oregon or State of Washington Background Check before they can participate in any volunteer activities where children are present.

### **Ways to Earn Fair Share Hours:**

Fair Share hours can be earned in a multitude of ways. Everything from volunteering time and efforts, purchasing RaiseRight (formerly SCRIP), and participating in various incentive opportunities. Each hour of volunteer time is equal to 1 Fair Share hour. Hourly volunteer activities include, but are not limited to the following:

#### **During School:**

- Work at events, festivals, fundraisers, etc.
- Work in the library.
- Drive/chaperone field trips or outings.
- Work at the RaiseRight (formerly SCRIP) table.
- Participate in classroom projects or events.
- Work in the gardens or on school grounds.
- Be a Guest Presenter or Elective Instructor for the Middle School.

#### **After School:**

- Accept and complete a "Take-Home Work" project.
- Attend Parent Community meetings and educational events.
- Organize, coordinate, and participate in community events (Harvest Carnival, Auction, Field Day, etc.).
- Chair or serve on school committees.
- Supervise and assist with clubs and activities.
- Coach athletic teams.
- Attend Open-Houses or Education/Curriculum Nights in the classroom.
- Hang flyers for Open House events at local gyms, coffee shops, doctor's offices, etc.

#### **At Bridal Veil:**

- Participate in Bridal Veil work days, typically the 3<sup>rd</sup> Saturday of each month, 9:00am to 1:00pm.
- Assist Sisters with projects and/or tasks as needed.

There are many volunteer opportunities that are ongoing throughout the year or that span a fixed period of time. To keep things as consistent as possible, these activities have been assigned a set number of Fair Share hours:

- Serve as a Room Representative: 25 Fair Share hours per school year.
- Chaperone a 1-night Earth Experience: 20 Fair Share hours\*.
- Chaperone a 2 or 3-night Earth Experience: 30 Fair Share hours\*.
- Chaperone a Week-Long Middle School Trip: 40 Fair Share hours\*.

\*Please see details for chaperoning an Earth Experience in our [E2 Handbook](#).

We know that many of our families have dual working parents and the giving of time can be extremely difficult. In light of this, we offer opportunities to earn Fair Share hours that do not require the gift of time. These include, but are not limited to the following:

- Buy [RaiseRight](#) (formerly SCRIP): \$250 in gift card purchase = 1 Fair Share Hour.
- Participate in Fair Share incentives offered throughout the year. Examples:
  - Return re-enrollment forms by the specified date and receive 1 Fair Share hour.
  - Refer a new family and earn 10 Fair Share hours when they enroll.
- Participate in your employer's volunteer matching program. For example: If you volunteer 10 hours of your time and your employer gives \$10/hour to the school as a "matching gift", you will earn a total of 20 Fair Share hours.

### **Hardships:**

Any family facing a hardship or other situation that inhibits their ability to complete their Fair Share requirement may request a reduction or exemption from Sister Therese Gutting, Head of School.

\*Children's House Only Families hours are lower due having fewer opportunities within their classroom and with going outs (E2's, plays, musicals, etc.).

\*\*Please Note: Due to IRS regulations, we are not able to offer Fair Share hours in exchange for donations of any type of goods or services.

Questions? Contact Laura Kirkish [lkirkish@fmes.org](mailto:lkirkish@fmes.org) (503)760-8220

### **What you need to do to become a Volunteer**

- Complete the attached Criminal History Verification of Applicant [form](#) (FORM 581-2282-M (Rev. 12/24) 2 pages). Write a check for \$5.00 payable to FMES. Results will come directly to FMES. **All forms and checks must be turned in to Ellie Vy in the Main Office.**
  - This background check does not expire during the life of your student at FMES.
- Take the FMES Code of Ethics Class (only taken once during enrollment of your student at FMES). Dates will be listed before E2s, otherwise you may arrange an appointment with Sister Therese to complete this.

### **To be an authorized driver you must also complete the following:**

- Provide a copy of your driver's license and insurance (coverage needed is listed on Driver's Permission Form).
- Provide a copy of your Driving Record (instructions included on the next page).
- Complete the FMES Driver's Permission Form (included in this packet).

## **OREGON STATE DRIVING RECORD**

Oregon State Driving Records can be requested from the DMV and can be purchased online through the DMV for a small fee:

- Go to <https://dmv2u.oregon.gov>
- Under "License, Permit & ID" click "Purchase My Driving Record"
- Fill in information and "Submit"
- Select "Electronic Certified Court Records" (should be \$3)

Alternately, you can request the DMV mail you a copy by filling in the following forms and mailing them with a check for \$3 to DMV Headquarters:

<https://www.oregon.gov/ODOT/Forms/DMV/7161.pdf>

<https://www.oregon.gov/ODOT/Forms/DMV/7266fill.PDF> (Select CP for \$3.00 Fee)

## **WASHINGTON STATE DRIVING RECORD**

Washington State Driving Records can be requested from the DOL and can purchased online, or requested by mail (please allow at least 10 days for processing. Find forms and instructions on the DOL website:

<https://www.dol.wa.gov/forms/500009.pdf> (\$15.00 Fee)

# FMES Driver's Permission Form

**PRINT THIS FORM AND TURN IT IN ALONG WITH A COPY OF YOUR DRIVER'S LICENSE, INSURANCE & DRIVING RECORD.**

Information regarding FMES Insurance coverage:

Our insurance coverage at FMES consists of a \$1MM property/liability policy along with an additional \$2MM Umbrella, for a total of \$3MM in overall coverage. This covers owned, non-owned, and clients on Going Outs and Earth Experiences (E2).

Our discussions with our carrier indicate that drivers have at least a basic minimum coverage of 100/300/50. (This is acceptable if you also carry at least a \$1MM umbrella policy). Please check your insurance policy to determine your own levels of coverage.

If your coverage levels are 250/500/100 or higher an additional umbrella policy, though still recommended, is not required.

If you drive for any Going Out, E2 or transport children at any time, please complete and provide the following:

You must initial next to the following statements confirming that all of the following are true:

1. My driver's license is still valid and not 'Suspended'. \_\_\_\_\_
2. I have had no drinking or drug related driving violations in the past three years. \_\_\_\_\_
3. I have had no reckless driving violations in the past three years. \_\_\_\_\_
4. I have enough seatbelts and child restraints for each child in my car. \_\_\_\_\_
5. I will not use my phone or other devices while transporting children (unless pulled off at a safe place and the car is placed in 'Park'. I will not use hand-held electronic devices while transporting children. \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student's Name/s: \_\_\_\_\_