



# Covenant Christian HIGH SCHOOL

## Tuition Assistance Work Study Program F.A.Q.

Your commitment to the Tuition Assistance Work Study Program is vital to the successful physical and financial operations of Covenant Christian High School. Working alongside others in school cleaning and maintenance activities offsets costs, which the school would normally purchase through external labor.

**Please read the following carefully.**

### **The Tuition Assistance Work Study Program agreement states:**

1. You can accept or decline participation in the program. Family members including the student, parents and grandparents, as well as friends, may select volunteer jobs and report completed volunteer hours through the online portal.
2. After 100 hours have been completed and approved by the job supervisor, a \$1,000 tuition credit will be posted to the student's account.
3. If you have multiple students in the Tuition Assistance Work Study Program, only 25 additional hours are required for each additional student. *(e.g. If the same family has two students attending COVENANT during the same school year, Student 1 will receive a \$1,000 tuition credit upon the completion of the first 100 hours worked, and Student 2 will receive a \$1,000 tuition credit upon the completion of the remaining 25 hours).*
4. If a family declines participation or does not meet the requirement of hours, the tuition credit of \$1,000 is forfeited, and the family is required to pay the \$1,000 to the school. Please visit the volunteer page at [covenantchristian.org/support/volunteer](http://covenantchristian.org/support/volunteer) to learn more about our program.
5. You may begin earning hours for the upcoming school year on June 1.

### **Required Online Initial and Ongoing Activities**

We offer you a way to connect with volunteer opportunities at Covenant via the Internet. Here are some tips for using this system:

1. **Login to mycchs.org** using your NetCommunity credentials (parents) or CCHS email (students) and select the Volunteer Home link. If you do not have access, you can request it at [mycchs.org/request](http://mycchs.org/request).
2. **Fill out a Background Check Authorization:** All volunteers must fill out a Background Check Authorization if they are over the age of 18. Additional forms pertaining to your volunteering at Covenant may be required. Links available on the Dashboard or [net.covenantchristian.org/volunteer-forms](http://net.covenantchristian.org/volunteer-forms).
3. **Search for Volunteer Job Opportunities Often:** New volunteer opportunities are added year round. Be sure to check them out periodically.
4. **Reporting Your Completed Hours:**
  - a. You are responsible for logging back into mycchs.org and submitting your completed hours by job.
  - b. Your job supervisor(s) will be notified of your submission automatically and prompted to log in and approve your hours.
  - c. Completed hours must be submitted within 45 days, or they will not be approved.
  - d. Paper timesheets will no longer be accepted.



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**Q: Can anyone volunteer at Covenant?**

**A:** Yes. Covenant cannot do what it does without all of our wonderful volunteers! If you are working to earn hours for the Volunteer Work Study program you may have friends and family members who are 18 years of age or older help you earn those hours. Just make sure that they have filled out a volunteer profile, so we have their information on file. Concessions may be worked by anyone enrolled as a high school freshman or older.

**Q: What is the Volunteer Work Study program?**

**A:** We have two different types of volunteers at Covenant:

1. **Regular Volunteer** - These are volunteers who want to help Covenant complete a task or transaction with no promise of compensation.
2. **VWS Volunteer** - These are individuals that participate in the Tuition Assistance Work Study Program. These volunteers are working specifically for a student, whose family has demonstrated a financial need through our Financial Aid program. Consequently, not everyone is eligible.
  - a. Approved families are notified in their Tuition Assistance Letters received during the spring and summer prior to the start of a new school year.
  - b. They can accept or decline participation in the program.
  - c. Family members including the student, parents and grandparents, as well as friends, may select volunteer jobs and report completed volunteer hours through the online portal.
  - d. After 100 hours have been completed, a \$1,000 tuition credit will be posted to the student's account.
  - e. If you have multiple students in the Tuition Assistance Work Study Program, only 25 additional hours are required for each additional student.
  - f. If a family declines participation or does not meet the requirement of hours, the tuition credit of \$1,000 is forfeited, and the family is required to pay the \$1,000 to the school. Please visit the volunteer page at [covenantchristian.org](http://covenantchristian.org) to learn more about our program.
  - g. You may begin earning hours for the upcoming academic school year on June 1.

**Q: How long does the Volunteer Program run?**

**A:** Hours are logged throughout the year on a continuing basis. In order to earn credit for the current school year, the Volunteer Work Study program hours must be completed and turned in by May 31st.

**Q: How can I see if I have made my 100 hours?**

**A:** By logging into [mycchs.org](http://mycchs.org), individuals can check on the number of jobs and hours selected, the number of hours worked, and the number of hours approved by the job supervisors.

**Q: How do I find out about Volunteer Opportunities?**

**A:** A list of available opportunities is available on [mycchs.org](http://mycchs.org).



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**Q: What if the job I would like to do or have done in the past is not listed on mycchs.org?**

**A:** If you have worked with a specific person in the past, please contact that same individual about this volunteer opportunity. If you do not know who to connect with about a certain job, please send an inquiry to [volunteer@covenantchristian.org](mailto:volunteer@covenantchristian.org). If you have janitorial or maintenance jobs questions, contact Deb Smith at [maintenance@covenantchristian.org](mailto:maintenance@covenantchristian.org).

**Q: Can I create a job?**

**A:** No. All approved jobs are listed on mycchs.org.

**Q: What about Sporting Events?**

**A:** We are always looking for volunteers to take tickets, set up, tear down and work concessions.

*Note: Some in-season athletes are required to perform a certain task for their athletic commitments. These tasks are not eligible for work study hours. However, if a parent or grandparent of these athletes volunteers at the same event (an example would be Track clean-up at the Indy 500) the parent(s) or grandparent(s) hours would be counted.*

**Q: Does Gone Servin' count?**

**A:** *Gone Servin'* is a required event for all Covenant students and is therefore not eligible for credit in the Volunteer Work Study program. However, if a parent or grandparent of the student volunteers at the same event, their hours would be eligible.

**Q: Do hours rollover each year?**

**A:** Yes. If hours reported for your student exceed those necessary for the current school year, they will accrue toward the following school year.

**Q: Can I donate hours?**

**A:** Yes. If your student is in the program and has reached or exceed the required hours, you may donate hours to another student in the VWS program. The online timekeeping module will allow you to indicate the family or student you would like to donate hours.

**Q: What if I disagree with the hours posted on mycchs.org?**

**A:** Your action will depend upon the type of concern you have. If you have selected a certain job and number of hours and that has disappeared from your Volunteer Profile, send an inquiry to [volunteer@covenantchristian.org](mailto:volunteer@covenantchristian.org) describing your concern. If hours you have completed have not been approved by your job supervisor, then contact your supervisor for an explanation.

**Q: Can I donate supplies, food or team meals and earn hours?**

**A:** This area has been restricted from our past practice. Team meals or club meals will no longer count in the program. These meals are requested by the coaches and club leaders and would not otherwise be provided by the school. However, food and supply purchasing for Caring Parents and Teacher Appreciation will continue to be allowed. We ask that you provide a copy of your receipt, so we can calculate the hours based on \$10 equaling 1 hour.