

Frequently Asked Questions:

Here are some frequently asked questions regarding WCS Volunteer Recording System, administered by PTO Manager.

Q1. Where do I go to record my volunteer hours?

Answer: Go online to www.westlakecharter.ptomanager.com

Q2. How do I register to use the new WCS Volunteer Hours Recording system?

Answer: All WCS families will need to register with PTO Manager for an account by August 31, 2014. Go to WCS website and click on "WAVE" then "Volunteer Hours", here you will find the step-by-step instructions on how to register for an account with PTO Manager at WCS. <http://westlakecharter.com/wave/volunteer-hours/>

Q3. What do I need to register for an account?

Answer: You will need to determine only one (1) email address to use for your family unit account; then you will need to create a password for your account. For a child or siblings that have parents living in more than one household, only one email address and password may be used. It may be helpful in these instances to choose a password that can be easily remembered and shared.

Q4. I'm already a PTO user and am registered through another school, do I still need to register with WCS PTO?

Answer: Yes, you will need to register as a user for WCS. You can use the same email in which you are using through the other school's PTO account, BUT you will need to create a NEW password. The surrounding school PTO Manager systems do not connect to one another. Go to WCS website and click on "WAVE" then "Volunteer Hours", here you will find the step-by-step instructions on how to register for an account with PTO Manager at WCS as an existing PTO user. <http://westlakecharter.com/wave/volunteer-hours/>

Q5. How many parent volunteer/participation hours do I need to report each year?

Answer: Each family's commitment should be a minimal of thirty (30) hours per year. Don't stop at 30! Continue to count and report your hours beyond 30. Many grant applications request information about parent participation.

Q6. If I have more than 1 child attending WCS how many hours do I need to report each year?

Answer: Each family's commitment is still at thirty (30) hours per year, despite how many kids (within your family) are attending WCS.

Q7. When's the last day I can record my hours for the current school year?

Answer: The annual recording period will be from June 1, 2014 to June 17, 2015. The 30 hour minimum time commitment must be met by June 17, 2015.

Q8. What if my family does not have access to a computer?

Answer: Please contact Julia Agostinelli-Lopez, WAVE's Volunteer Hours Recorder via email at: wcs_vol_hrs@yahoo.com to discuss other options available.

Q9. How can I view a report of how many volunteer hours my family unit has recorded/worked so far?

Answer: Log into www.westlakecharter.ptomanager.com then click on "My Total Hours (Report)" tab and follow the instructions from there. This report will display total volunteer hours that has been recorded by your family unit. Don't forget to define a "start and end date" when requesting for this report.

Q10. When and how often should I record my hours?

Answer: It is recommended you record at minimum 10 hours per trimester. Please make every effort to participate throughout the school year rather than waiting until the end of the year when time may be short and volunteer opportunities sparse.

Q11. Can hours be transferred or given to another family?

Answer: Hours may not be transferred or given to another family. However, each family's 30 hour commitment may involve the whole family. Parents, grandparents, relatives and other care-persons may contribute.

Q12. If more than one adult family member/volunteer attended a meeting or worked at an event, how many hours can be earned and recorded?

Answer: A family earns hour(s) for each of the adult family member/volunteer who attended the meeting and/or worked at the event.

Q13. We have multiple family members/people who volunteer for our family BUT we do not reside under one household, how do we record our hours?

Answer. To accurately credit your family unit for these earned hours, hours must be recorded under your one established family user account. Therefore it is extremely important for your family unit to determine and/or create only one (1) email address to be used during the initial PTO registration process.

Q14. Asides from volunteering, what are some other ways I can earn hours?

Answer: Everyone is encouraged to contribute their 30 hours through volunteering, but if you are unable to meet the 30 hour commitment, a total of 20 hours per year may be purchased/donated. During the 1st and 2nd trimester, up to 15 hours may be purchased/donated at * \$20.00 per hour, equivalent to a maximum of \$300. In the final trimester, an additional 5 hours may be purchased/donated at * \$30.00 per hour, equivalent to a maximum of \$150. Purchasing hours, meaning you can pay directly for your hours. Donation of goods, meaning donate items requested by the school/or teacher's wishlist.

Examples of Approved Activities:

- Donate Items from Approved School/or Teacher's Wish List: \$20 value = 1 hour
- Donation of Homemade Food Item = 2 hours
- Donation of Store Purchased Food Item = 1 hour
- Pre-approved/arranged Classroom Volunteer: Time Worked
- Approved field trip chaperones: Time Worked (maximum of 12 hours per day)
- Attendance at WAVE Meetings & Townhall Meetings: Length of Meeting attended
- Attendance at Board Meetings: Length of Meeting attended
- Committee Work or Related Meetings: Time Worked
- Beautification Project: Time Worked
- Approved school tasks/projects (computer update, phone-calls, email, etc): Time Worked
- Fundraising Event Planning & Event: Time Worked
- Teacher Workroom/Copyroom & Take Home projects: Time Worked

See Parent Participation Guide for more information and specifics:

<http://westlakecharter.com/wave/wave-documents/>