

PARENT VOLUNTEERING INFORMATION

Thank you for your willingness to volunteer!

WHY SHOULD YOU VOLUNTEER?

When you become part of the CCS family, **you agree to serve 20 (or more) volunteer hours per school year** between the two parents. There are a few reasons this service is necessary:

- It fosters the feeling of CCS community and a unity of believers.
- It gives opportunities for parents to interact with and get to know other parents and staff.
- It helps keep school resource costs down, which helps keep tuition costs down.

HOW CAN YOU VOLUNTEER?

Please know that you can probably volunteer in any school-related area or event that takes place; we encourage all parents to just ask if they can help in any way. The following is a list of places for you to check regularly for these opportunities:

- CCS website, “SupportCCS” > “[Volunteering](#)”
- CCS website, “Parents” > “Fundraisers” > “[Current Fundraisers](#)”
- *The VIP Report*, emailed weekly
- The **Volunteer Opportunities List** (This list is generated per campus each school year. Hard copies can be found in each campus lobby, and a PDF can be found on the “[Volunteering](#)” page.)

IF CHAPERONING, A BACKGROUND CHECK IS REQUIRED:

If you are going to volunteer **by directly chaperoning or supervising students** in some way, such as a field trip, it will be necessary for you to complete a couple of extra steps.

- Complete the Volunteer Application (once per school year).
- A background check will then be completed.
- You will need to view a safety video with brief test at the end of the video. (This step takes about two hours to complete and is not necessary each school year, only once.)

Once the process is begun, the background check itself can take a couple of weeks, so **please take these steps early in the year**, so you can already be through the process before the volunteering activity takes place. Once you complete this process, you will be added to a master list in which all CCS teachers can see you have been approved for this type of volunteer service. To get the process started, please **contact Peggy Head**, Admissions Director, at peggy.head@cincinnati-christian.org; she will forward a more thorough explanation of what to expect in this process and the application. You can also reach her by calling the Administrative Offices at (513) 892-8500.

TRACK VOLUNTEER HOURS:

RenWeb is the place you can easily record your annual volunteer hours. Please remember to do this throughout the year, and remember that each parent enters their hours separately. (FYI: There is a RenWeb app available for your smart phone.)

If you are already signed up for RenWeb, you don't have to do any new setup each year.

1. Sign in to RenWeb as usual, www.renweb.com.
2. Click “Family Information” on the left side of the home page; you will be taken to a screen where you will fill in your volunteer time.
3. Click the name of family member who completed volunteer hours.
4. Click “Add Service Hours” under Service Hours of the parent who volunteered.

- Click the drop down box “Description” and choose CCS (it’s the only option), add the amount of time volunteered
 - Type a brief description of where you served in the “Note” box
 - Add a name for who you volunteered for in the “Verified by” box
5. Click “Save.”
 6. If you aren’t signed up for RenWeb yet, please go to www.cincinnatichristian.org. Click RenWeb in the blue “Quick Links.” This takes you to the RenWeb website. Step-by-step instructions are available, if needed, by referencing the “Parent” section of the CCS website, “Haiku/RenWeb” tab, Computer System/Software Registration & Update Instructions document.