



ST. LOUIS KING OF FRANCE

SERVICE HOURS HANDBOOK

2025-2026 SCHOOL YEAR

Welcome!

We are so grateful to have you as a member of the St. Louis King of France community! Without you, our mission to provide a vibrant, engaging atmosphere for our children would not be possible. Your time and efforts are what make St. Louis King of France an exceptional place for our children to learn and grow!

In this handbook you will find:

- **Service Hours Agreement Page:** This document will explain the SLKF Service Hours requirement for each family. Please be sure to sign and return to school at Parent Orientation or no later than August 15th, 2025.
- **Introduction to SLKF Events:** From big events like Trunk or Treat, our annual Gala and Auction, and Bucktown Family Fest to smaller 'Petit Four' opportunities like concessions and bake sales, this section will help you decide how you'd like to participate over the upcoming school year!
- **HelpCounter Explainer:** If you are new to SLKF (welcome!), this section will walk you through how to create a HelpCounter login, sign up for shifts, and track your hours. If you are a returning family, the login that you created last year will still work and no action is needed.

Please do not hesitate to reach out should you have any questions!

Service Hours Requirement inquiries: volunteer@slkfschool.com

Help Counter inquiries: Megan Hanna, volunteer@slkfschool.com

Specific Event inquiries: parentsclub@slkfschool.com

Service Hours Requirement

Each family at St. Louis King of France is required to complete 10 service hours per school year. Included in these hours are a minimum of one 2-hour shift per family at our largest fundraiser, the Bucktown Family Fest. If parents are unable to volunteer, a representative over the age of 18 (aunt, uncle, grandparent, family friend, neighbor, etc.) is welcome to complete the 2-hour shift in their name. In addition, parents are expected to complete the remaining 8 hours at various other events offered throughout the school year. Any family who does not complete the 10-hour service hours requirement will be assessed \$350 per family on their FACTS account before the conclusion of the school year.

The goal of our administration is to have every family share their time and talents and avoid the financial burden. These hours are a necessary part of being a member of the St. Louis King of France community and make possible the exceptional (and fun!) experience that we desire for all of our children, families, and parish.

☐ I acknowledge the service hours requirement and \$350.00 assessment if the service hours requirement is not met.

Student Name: _____

Student Grade: _____

Print Name: _____

Sign Name: _____

Date: _____

We understand that some families may wish to opt out of completing service hours. You may choose to opt out of completing the service hours requirement and instead pay the \$350.00 assessment at the beginning of the school year instead.

☐ I prefer the \$350.00 assessment be charged to my FACTS account at the beginning of the school year instead of completing the service hours requirement.

Student Name: _____

Student Grade: _____

Print Name: _____

Sign Name: _____

Date: _____

Introduction to SLKF Events

From big events like Trunk or Treat, our annual Auction and Gala, and Bucktown Family Fest to smaller ‘Petit Four’ opportunities like concessions and bake sales, this section will help you decide how you’d like to participate over the upcoming school year. Because we understand that every family has many commitments outside of school, we offer a variety of service hour opportunities before, during, and after school hours throughout the school year. Should you have an issue finding options that work for your family’s schedule, please reach out so that we can work with you to find a solution!

Below you will find a brief description of our events, what to expect should you join the committee (or become a chair!), and examples of what type of volunteer slots will be available. When you login to your HelpCounter account, you will find an option to add events to your “Volunteering Interest Form” before the full event has been posted, which will give you first access to sign up for time slots as the event nears!

Large Events

Our largest events have greater number of service hour opportunities, with options before, during, and after the event available. There are also typically a limited number of at-home opportunities offered. Joining the committee of an event is a fun opportunity to build relationships with other parents, use your talents to make an event extra special for our children and complete service hours. However, joining a committee is not necessary to participate in an event. Your help on the day of the event is especially important--and there are lots of ways for your children to have fun while you complete a volunteer shift!

- **Trunk or Treat** – A spooky night of trick-or-treating, ghoulish games and a haunted house!
 - Event Date: Friday, October 24th, 2025
 - Service hour opportunities begin in early October, typically in the mornings during school hours after morning drop off in the Lorio Center (gym)
 - Committee Chair: Raine Prado and Livia Marshall (raine.bonura@gmail.com and liviagenest@gmail.com)
 - Responsible for organizing event, communicating with Parent’s Club board and administration, coordinating volunteers and confirming service hours
 - Committee: Hours available over the course of the week prior to event creating decorations for and setting up, with the largest task being the haunted houses
 - Event Day Set Up: 1 hour slots available from 8:00am–6:00pm

- Ex: Setting up games and activities, concessions, preparing the parking lot, assisting Men's Club with hot food
- Event: 1 hour slots available from 5:00pm–10:00pm
 - Ex: Working check in desk, collecting tickets, helping at games, selling concessions, supervising haunted house
- **SLKF Annual Auction and Gala** – An elegant evening featuring a silent auction, open bar, dinner and dancing
 - Event Date: Saturday, November 15th, 2025
 - Service hour opportunities begin in mid–October, typically after school/evening hours making centerpieces, decorations, gathering auction baskets, etc.
 - Committee Chair: Brandi Scallan (b.scallan@yahoo.com)
 - Responsible for planning event, securing venue and catering contracts, soliciting donations, planning decorations and event activities, coordinating volunteers and confirming service hours, and communicating with Parent's Club board and administration
 - Committee: Hours available over the course of the several weeks leading up to the event
 - Event Day Set Up: decorating Lorio Center, setting up food and drink stations and bar, setting up auction, etc.
 - Ex: Delivering auction baskets, organizing set up
 - Event: 1 hour slots available from 5:00pm–10:00pm
 - Working check in desk, helping with punch wall, selling tickets
- **Bucktown Family Fest (*Minimum 2 hours required per family)** – A Bucktown staple, our Family Fest is our biggest fundraising event, with live music, food, game booths and carnival rides
 - Event Date: Friday, March 27–Sunday, March 29th, 2026
 - Service hour opportunities begin in mid–March, typically offsite
 - Committee Chair: Nicole Schlaudecker (nschlaudecker@gmail.com)
 - Responsible for planning event, securing contracts, soliciting donations, planning decorations and event activities, coordinating volunteers and confirming service hours, and communicating with Parent's Club board and administration
 - Committee: Hours available over the course of the several weeks leading up to the event
 - Day-of Event Set Up: 1 hour slots beginning Friday afternoon
 - Ex: setting up prize booth, organizing concessions
 - Event: Minimum two hours required per family; 1 hour slots beginning Friday evening through Sunday evening
 - Ex: working a game booth, helping at food tents

Small Events

These events have a shorter ramp up period and offer fewer service hour opportunities. Committee members can expect a smaller time commitment. Interested in being a committee chair? Sign up on HelpCounter and send an email to volunteer@slkfschool.com to let us know!

- **New Family Welcome Event** – Welcome new families to SLKF with a night of wine and small bites
 - Event Date: Wednesday, August 27th, 2025
 - Service hour opportunities the day of the event
 - Day-Of Event Set Up: 1 hour slots 1–2 hours prior to event start
 - Ex: setting up tables and chairs, prepping food items
 - Event: 1 hour slots available for assisting with setting up tables and chairs, food and drink stations, and cleaning up
- **Welcome Back to School! Saints Tailgate Party** – Kick the school year off right with a fun tailgate and watch the game on the Lorio Center's 25 foot screen!
 - Event Date: Sunday, September 28th, 2025 following Mass
 - Service hour opportunities the day of the event
 - Committee: 2–4 hours event set up and breakdown
 - Day-Of Event Set Up: 1 hour slots 1–2 hours prior to event start
 - Ex: setting up tables and chairs, prepping food items
 - Event: 1 hour slots available for assisting with setting up tables, tents, and chairs, serving food, helping with kids games, and cleaning up
- **Santa's Secret Shop** – The highlight of the Christmas season for the kids, Santa's Shop comes to SLKF so they can select special gifts for all of their loved ones
 - Event Date(s): Tuesday, December 2nd–Thursday, December 4th, 2025
 - Service hour opportunities available the week of the event
 - Committee Chair: responsible for planning and executing decor, organizing delivery and set up of items, coordinating volunteers
 - Committee: 2–4 hours event set up and breakdown
 - Day-of Event Set Up: 1 hour slots before kids shop
 - Ex: organizing items for shopping
 - Event: 1 hour slots available during school hours (we advise you don't volunteer when your child shops so their gifts can be a surprise!)
 - Ex: shopping assistants and cashier, gift wrapping
- **Christmas Trivia Night** – Wear your best ugly Christmas sweater and join us for a night of Christmas-themed trivia!
 - Event Date: Thursday, December 11th, 2025

- Service hour opportunities before, during, and after the event
- Committee Chair/Committee: responsible for planning and executing decor, prizes, setting up event space and breaking down after event
- Day-Of Event Set Up: 1 hour slots 1–2 hours prior to event start
 - Ex: setting up tables and chairs, prepping concessions
- Event: 1 hour slots available for assisting with setting up tables, and chairs, serving food, helping with kids activities, and cleaning up
- **King Cake Bingo** – Enjoy a fun night of bingo with a king cake for every round winner!
 - Event Date: Thursday, February 5th, 2026
 - Service hour opportunities the afternoon before, during, and after event
 - Committee Chair/Committee: responsible for planning and executing decor, prizes, setting up event space and breaking down after event
 - Day-of Event Set Up: one hour slots immediately prior to event
 - Ex: setting up tables and chairs, prepping concessions
 - Event: 1 hour slots available throughout event
 - Ex: assisting with set up and breakdown, working concessions, helping at check in table
- **Father–Daughter Dance** – A special evening of music, dancing, games and crafts with dads and daughters
 - Event Date: January 17th, 2026
 - Service hour opportunities available the week of the event
 - Committee Chair: deciding on theme, decorating space, organizing delivery and set up of items, coordinating volunteers
 - Committee: 2–4 hours event set up and breakdown
 - Day-of Event Set Up: 1–2 hour slots
 - Ex: decorating, setting up tables and chairs, food tables, craft stations
 - Event: 1–2 hour slots available throughout event
 - Ex: helping with food and craft stations
- **Mother–Son Laser Tag** – Moms and sons enjoy a fun day together playing arcade games, laser tag, mini golf and more with coffee and donuts
 - Event date: March 7th, 2026
 - Service hour opportunities on date of event
 - Committee/Committee Chair: TBD
 - Event: 1 hour slots available for check in table and Little Crusaders sensory table

Petit Four Events – Bite Sized Opportunities

Petit Fours events are offered throughout the school year and are a great option if you would prefer a smaller commitment than our larger events. Choose from these “bite-sized” events that are quick, easy and fun!

- **Bake Sales**

- Several times over the course of the school year in the afternoon after school
 - 1 hour slots to set up bake sale table, work as a cashier and help clean up

- **Luncheons in the Lorio**

- Scheduled over a week during the first semester of school
 - Service hour opportunities for several hours in the morning and afternoon
 - 1 hour slots for setting up tables and chairs

- **Coffee and Cuddles (Little Crusaders event)**

- Event Date: Tuesday, January 27th, 2026
 - Limited service hour opportunities the morning of the event for set up and breakdown

Ongoing Opportunities

These service hour opportunities are offered throughout the school year on a rolling basis. Interested in chairing a committee? Sign up on HelpCounter and email volunteer@slkfschool.com to get started!

- **Lorio Center Concessions**

- Throughout the school year for after school sporting events, as well as weekend and evening events like bingo, movie nights, and drama club productions
 - Service hour opportunities available in the afternoon and weekend evenings
 - 1–4 hour slots available for handling concession sales, working the cash register, and cleaning up

- **Campus Beautification**

- Committee Chair: Karla Youngberg (karla_schaubhut@yahoo.com)
- Keeping our campus beautiful is an ongoing project! This committee will tackle projects over the course of the school year as well as handling daily litter patrol
 - Rotating schedule for litter patrol in the mornings after drop off
 - Get some exercise and complete your hours requirement!

- **School Parish Masses**

- Sundays following Mass throughout the school year. Special masses will be scheduled for our entire school community to celebrate the liturgy with Fr. Colm and our parishioners. Following mass, our school families and parishioners will enjoy refreshments in the gym.

- Service hour opportunities before Mass picking up coffee and donuts and setting up as well as cleaning up after event
- **SLKF Library**
 - Join us as a volunteer librarian! We will need help cataloguing and reshelving books, helping students make their selections, checking out, and other tasks.
 - Service hour opportunities available before, during, and after school hours over the course of the school year
 - This option will require volunteers to take the Safe Environment Training course online through the parish (the same course that room parents take).
- **Parents' Club Meetings**
 - Approximately once a month, the Parents' Club (everyone is a member!) hosts a meeting to discuss current and upcoming events as well as school and church initiatives. We provide food and drinks for attendees.
 - Meetings are typically from 7–9pm on Thursdays
 - Service hour opportunities before event picking up food and delivering to school and setting up space (teacher's lounge or Lorio Center)

Class Room Parent

- Each class at SLKF has room parents that help to communicate information to their classes, answer questions, and plan and execute class parties. If you are interested in being a class parent, please email parentsclub@slkfschool.com

***This list is not exhaustive, so please check on HelpCounter, read the Crusader Connection and look for flyers around school about any upcoming events!**

HelpCounter Explainer

One of the most important tasks that you will complete as we begin the new school year is to familiarize yourself with HelpCounter, our service hours platform, and the various events that we offer at SLKF. HelpCounter is an important (and easy to use!) tool to properly document your service hours. You may access it via the website or in the SLKF app under the Volunteer tab.

New Families

- Creating a New Account
 - To create a new account, visit <https://helpcounter-kiosk.com/ci/volunteer/createAccount>.

Create a new log in

This form will create a new login for you in the HelpCounter Volunteer Manager program using your email address as your user name. This user name will provide a single log on for any schools you volunteer at. When logged into any schools, you will be able to update your information, record hours, sign up for activities, etc.

You will be able to add any schools that use the HelpCounter system or remove your self from any schools to stop receiving their emails. If you are already registered as a volunteer at a school and you have an email address on file, you should be able to have instant access to your own personal volunteer information. Otherwise, we'll make it as easy as possible to add schools while following their privacy, security, and background checking requirements.

Let's create your log in

Your email address

Make up a Password

Repeat Password

Select the State your school is located in
Louisiana

Create This Log In

Cancel

- Did you receive this message?

HelpCounter School Volunteer Manager

We tried, but we couldn't find your email address in the volunteer database at any schools in LA.

Why is this?

It could be one of several reasons

- You might be a new volunteer at the school and your information just isn't in the volunteer database yet.
- Maybe the school has an old email address for you.
- We've even seen a typo when they entered an address cause a mismatch.
- Maybe your spouse entered your data but used their own email address (this happens fairly often).

But I've received emails from the school.

This probably means that they have you in the student management system but not yet in the volunteer database. The student management system is a separate system so you might be in one system but not both yet.

How can we fix this?

No worries, this'll be easy.

You've already created your log in, so we just need to get your information to the school's volunteer coordinator so they can get you in the database. The button below will let you select your school and then take you to a very short form for your info and interests.

When you submit the info, it will send a notice to the volunteer coordinator. When they add you, **you will receive an email** letting you know. It'll have a link to the log in page so all you have to do is remember your password.

So, click on the button below and let's get started.

[Click Here to Submit Your Information to your Volunteer Coordinator](#)

[Go to Login Page](#)

No worries. Simply follow the onscreen instructions. The yellow button that says “Click Here to Submit Your Information to your Volunteer Coordinator” will redirect you to an application where you can enter your name, contact information, and child/children’s information. Once you click “Submit” on that page, the Coordinator will receive an email to approve you. Please allow up to 24 hours for approval.

Returning Families

- **Logging In to an Existing Account** – simply sign in with the same credentials from last year

Volunteer Log in

This log in page is for school volunteers to manage their hours, activities, and personal information.

If you are a school administrator wishing to access the front office kiosk or the administrative management section, please [click here](#) instead.

Not sure how this works?

[Click here for instructions](#)

[Create New User Password](#)

Otherwise, please log in using your email address and password.

Email Address

Password

[Log In](#)

☐ **Keep me logged in on this device**

Do not check this box if you are on a public or shared computer

Having Trouble? Some users who created their account last year may need to reset their password due to an update over summer. **If you have logged in successfully in the past** but are having trouble now, resetting your password should solve this. Use the 'Reset Password' button below. You may even re-use your old password if you wish. We do apologize for this inconvenience.

Using HelpCounter

- **Home Screen Options**

St. Louis King of France School

[Update Your Volunteering Interest Form](#)

[Check for Upcoming Opportunities](#)

[Record Hours/Review Past Hours Volunteered](#)

[Update Profile Information](#)

[End This Session](#)

☐ **Keep me logged in on this device**

Do not check this box if you are on a public or shared computer

[Change Password](#)

[Change Email Address](#)

[Add/Remove Schools](#)

[hablo español](#)

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- **Volunteer Interest Form**

St. Louis King of France School

[Save Changes](#)

[Return](#)

Volunteer Interest Form

☐ **Beautification**

Help keep our campus beautiful!

☐ **Bucktown Family Festival**

2 Hours Mandatory Participation per Family

☐ **Career Week**

☐ **Drama Production**

☐ **Men's Club**

☐ **Miscellaneous**

☐ **Room Parents**

☐ **Santa's Secret Shop**

Are you filled with the HOLIDAY SPIRIT? Join us on the Santa's Secret Shop team! Hands on opportunities include: - Helping students shop for their loved ones - Working the cash register - gift wrapping
Prefer a background role? We also need help: - Decorating the shop space - Setting up / Re-Stocking items for the Shop - Breaking down after the event

☐ **Turkey Bingo**

☐ **Volunteer Petit Fours**

Prefer a smaller event? Choose from these bite-sized opportunities that are quick, easy, and fun!

- **Signing Up for Events**

- When you find an opportunity that works for you, click “I’ll do this”
- You can check your upcoming activities by clicking “What am I signed up for?”

Upcoming Volunteer Opportunities

Volunteer Home

What am I signed up for?

Wed 05/14/2025

Beautification-

People Needed

Time

Job

Details

Openings

Already Signed Up

[11 do this](#)

8:00 am - 08:30 am

Parking Lot Pick Up

1

Sun 05/18/2025

Volunteer Petit Fours-

People Needed

Time

Job

Details

Openings

Already Signed Up

[11 do this](#)

5:00 pm - 06:00 pm

Mass Usher

Serve as usher for 5:00pm Sunday mass Contact bvillanubia@slkfschool.com for more information

3

Mon 05/19/2025

Beautification-

People Needed

Time

Job

Details

Openings

Already Signed Up

[11 do this](#)

8:00 am - 08:30 am

Parking Lot Pick Up

1

Wed 05/21/2025

Beautification-

People Needed

Time

Job

Details

Openings

Already Signed Up

[11 do this](#)

8:00 am - 08:30 am

Parking Lot Pick Up

1

Sun 05/25/2025

Volunteer Petit Fours-

People Needed

Time

Job

Details

Openings

Already Signed Up

[11 do this](#)

5:00 pm - 06:00 pm

Mass Usher

Serve as usher for 5:00pm Sunday mass Contact bvillanubia@slkfschool.com for more information

3

- **Changing Your Sign Up**
 - Plans changed? No problem.
 - Click **“Cancel Me”** on the list of Upcoming Volunteer Opportunities or on your **“What am I signed up for?”** / **“My Commitments”** page
 - Any time you are unable to work a scheduled shift, cancelation is encouraged and appreciated. This allows others the opportunity to pick up a shift and also allows the event coordinator to know who to expect and prevents event staffing shortages.
- **Tracking Your Hours**
 - Most hours will be recorded using the volunteer kiosk computers that will be set up at the various events.
 - Often for the smaller events, the coordinator or event chair will record the hours or even instruct volunteers to manually add hours on HelpCounter.
 - When available, manual entry may be done by clicking **“Add New Hours”**

***ALL HOURS ARE SUBJECT TO APPROVAL BY SERVICE HOUR COORDINATOR AND/OR SLKF ADMINISTRATION**

Add New Hours	View Individual Hours Summary	Return
Edit/Add Hours		
Date	Activity	Hours
Edit 04/05/2025	Bucktown Family Festival	3.55
Edit 02/19/2025	Beautification	4.00
Edit 01/29/2025	Volunteer Petit Fours	1.00
Edit 12/11/2024	Beautification	3.50
Edit 12/05/2024	Santa's Secret Shop	0.28
Edit 12/02/2024	Santa's Secret Shop	0.50
Edit 11/10/2024	Auction	1.00
Edit 10/28/2024	Trunk or Treat	3.86

- **Reaching Out for Assistance**
 - Please email volunteer@slkfschool.com directly should you have any issues signing into your account. You may reach out to the event committee chair or parentsclub@slkfschool.com should you have any questions related to specific events.