

# S . A . L . T .

*Service, Allegiance, Leadership, Teamwork*

## **POLICIES & PROCEDURES**

### **Membership**

- Membership is open to students in all divisions, grades 6-12.
- Students may join by registering on the S.A.L.T. website (<http://family.kellenberg.org/salt/>)

### **Viewing and Volunteering for Events**

- All events in which S.A.L.T. assistance is requested will be posted on the website.
- Members can review these events at any time and select which events they are available to assist with.
- New events are added throughout the year. Members should check the site frequently for updates.

### **Member Selection**

- S.A.L.T. moderators will select students from the list of volunteers to work each event.
- Each member selected to work for a specific event will receive an email confirming their selection.
- Upon receiving a confirmation email, the student will confirm their availability by checking in with Brother Kenneth's secretary on the day(s) prescribed in the email.
- Students may "un-volunteer" from an event at any time **BEFORE** they have been selected. Once selected, students are expected to be present. The option to "un-volunteer" will no longer appear on the website after being selected for that event.

### **Events**

- Those members selected to work an event should arrive no later than the time indicated on the website.
- The confirmation email will normally indicate whether or not full school uniform is required. When in doubt, members should wear their uniforms.
- Upon arriving, students will sign-in on the attendance form with the moderator in charge.
- During an event, students are to adhere to all school policies prescribed in the school handbook. This includes the use of cell phones inside the school building.
- Students will be assigned responsibilities, stations, job functions, etc. by the moderator.
- A student needing to leave before the indicated end time of the event must speak to the moderator before the event begins.
- Students will be dismissed by the moderator at the end of the event. No student may leave without the moderator's knowledge.

### **Credit**

- Students will receive credit for events based upon the **hours** worked.
- After being selected, the student is expected to be present for the entirety of the event.
- **Students who are absent for any event in which they have been selected, will have one half the number of hours indicated for that specific event deducted from their total hours for the school year.**
- In order to receive credit for participation in S.A.L.T. for the school year, each member must volunteer a minimum of 20 hours. However, students are encouraged to go beyond this minimum.

*Thank you for your continued service to Kellenberg Memorial. Your hard work and dedication are greatly appreciated.*