



# ABERDEEN CATHOLIC SCHOOL SYSTEM

## Work Grant Application Form

**2021-2022**

**STUDENTS ENTERING GRADES 4 THROUGH 12 MUST COMPLETE THIS FORM TO BE CONSIDERED FOR FINANCIAL AID.**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Did the student have a work grant position last year? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list position: \_\_\_\_\_

**Work grant Options: please mark 1, 2, or 3, with 1 denoting your first choice.**

**You can work both summer and school year or you can work just one, depending on availability.**

Work Grant Choice(s)	STUDENT POSITIONS AVAILABLE	Tuition Reduction Amount	Work Grant Choice(s)	PARENT POSITIONS AVAILABLE	Tuition Reduction Amount
	Central office @ RHS: Copier- ½ hour each school day	\$750		Custodial Hours during school year to be arranged in lieu of tuition	Tbd by # of hours
	Custodial before School – ½ hour each school day RHS/RES	\$750		Custodial Hours during summer months to be arranged	Tbd by # of hours
	Custodial after school, evening – ½ hour each school day RHS/RES	\$750		Front Desk at RPS, RES, or RHS during lunch period	Tbd by # of hours
	Custodial Summer – Age 14 or older – hours vary	\$700 to \$930		Morning supervision at RES or RPS (1/2 hour each school day school)	\$750
	Federal Lunch @ RHS: Assigned duty on each day lunch is served	\$375		After sporting event clean up of RHS gym	\$100 per event
	Federal Lunch @ RES: Server (4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> grade) each day lunch is served	\$375		Dollars for Scholars Receipts	\$375
	Development Office – Various Clerical (45 hours per year)	\$375			

**RPS: Roncalli Primary School – RES: Roncalli Elementary School - RHS: Roncalli Jr./Sr. High School**

Please list any restrictions which would prevent certain types of work: \_\_\_\_\_

Please list any dates, weeks and school activities that will effect their work study selection. This includes family vacations, summer school, and camps. We will do our best to work around your schedule. \_\_\_\_\_

**IMPORTANT: READ BEFORE SIGNING ON REVERSE SIDE:**

- It is the student worker's responsibility to find time to make up missed work.
- Students may not work "overtime," they are limited to work assigned only.
- Supervisors and faculty have option to send students home as disciplinary action.
- Work grant privileges will be removed if student misses extraordinary amounts of time.
- Filling out an application does not guarantee a work grant assignment. Work grant amounts are based upon FACTS results and number of applicants.

WORK GRANT CONTRACT

WHEN THE LIST OF WORK DAYS HAS BEEN GIVEN TO ME, I UNDERSTAND THAT I AM RESPONSIBLE FOR REPORTING TO WORK ON THAT DAY AND FOLLOWING THE GUIDELINES GIVEN TO ME. **I FULLY UNDERSTAND THAT MY FAILURE TO SHOW UP WILL RESULT IN LOSS OF WAGES AND THE MONTHLY TUITION BILL WILL INCREASE.** LOSS OF WORK GRANT POSITION MAY RESULT IF MORE THAN THREE (3) DAYS OF WORK ARE MISSED PER QUARTER (NOT INCLUDING SCHOOL RELATED ACTIVITIES)

STUDENT WORK GRANT PROGRAM

The student work program plays an important role in building maintenance and cafeteria staffing during the year. Assignments are based on financial need identified by the FACTS Financial Aid Application.

Students have the option to apply for the summer work grant session, school year work session, or both. Please read program outlines below for further information.

**Summer Work Program**

Students are assigned to work at Roncalli Primary School, Roncalli Elementary School, or Roncalli High school. Students will only be allowed to make up missed work hours as approved by work supervisor prior to being absent.

**School Year Work Program**

Students may select from a cafeteria position during lunch period or school day position working either an open period if available or before/after school. Students working cafeteria will be required to work each day. Students working other position throughout the school day will be required to work 30 minutes per day unless work grant hours are specified differently, to receive full credit.

**Expectations:**

1. Students are expected to report each day, on time, to their respective position and complete the time sheet provided. If any time is going to be missed, notification needs to be presented to the student's supervisor in advance. Work time can be made up; however, it is the responsibility of the student to ask for make-up assignments. There are occasions when work cannot be made up due to workload or working hours of supervision.
2. Students are expected to work for the entire amount of designated time. Students who are not found in their assigned work area or are not performing designated jobs will have their time sheets adjusted accordingly.
3. Students are allocated work grant amounts based upon FACTS results. Students cannot work over their allocated amount of time, unless approved in advance by the student's supervisor in coordination with the Financial Aid Office.

Supervisors retain the right to adjust time cards as they see fit, as well as send students home as disciplinary action.

**Before signing, review explanation of work duties and expectations.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form by March 13, 2021, to:**

Aberdeen Catholic School System Business Office  
1400 North Dakota Street, Aberdeen, SD 57401