

## **VOLUNTEER SERVICE HOURS FORM**

FAMILY NAME \_\_\_\_\_

DATE OF EVENT \_\_\_\_/\_\_\_\_/\_\_\_\_

DESCRIPTION OF EVENT:

*Please check one:*

- Teacher or Classroom Support** (e.g., Reading Groups, Teacher Luncheon)

Please describe: \_\_\_\_\_

\_\_\_\_\_

- School Event Support** (e.g., Grandparents Day, Christmas Concert)

Please describe: \_\_\_\_\_

\_\_\_\_\_

- General School Support** (e.g., assisting with hot lunch, yard duty, photography)

Please describe: \_\_\_\_\_

\_\_\_\_\_

- Room Parent Responsibility** (e.g., coordinating field trips, email communications)

Please describe: \_\_\_\_\_

\_\_\_\_\_

SERVICE HOURS WORKED FOR EVENT: \_\_\_\_\_ Hours

TOTAL SPENT ON SUPPLIES: \$ \_\_\_\_\_

Every \$15 spent = 1 hour (e.g., \$26.25/\$15 = 1.75 hours)

+ \_\_\_\_\_ Hours

[Please note that a copy of your receipt(s) must be attached with this form **or no credit will be given.**]

TOTAL FAMILY SERVICE HOURS FOR EVENT:

= \_\_\_\_\_ Total Hours

AUTHORIZED SIGNATURE (person who oversaw the project, e.g., teacher, Parent Guild Committee Chair or Event Chair): \_\_\_\_\_

*Please fill out this form completely each time service hours are earned. Kindly deposit the completed form, with authorized signature, in the Parent Guild Box located in the entry corridor of the school (underneath the Parent Guild bulletin board).*

Thank you!

The Parent Guild