

SERVICE HOUR TIME SHEET

Guidelines and Examples

The following events are eligible for **ONE (1) Service Hour per family, per event:**

- Attending Orientation
- Attending Open House
- Attending a PTC General Meeting or Board Meeting
- Attending a School Council Meeting
- Attend a PTO or School Council committee, sub-committee or planning meeting
- Helping with a Classroom Party

The following event is eligible for **THREE (3) Service Hours per person, per event:**

- Field Trip Chaperone

The following events are eligible for a maximum of **TEN (10) Service Hours per family per event:**

- CYO Coach
- Parish Festival

The following events are eligible for **ACTUAL TIME WORKED per person, per event:**

- Gala
- Halloween Carnival
- Field Days
- Bike Rodeo
- Volunteer Substitute Teacher (not paid),
- Office worker
- Library worker
- Home Room Parent
- Summer maintenance work **2 hours credit for every hour worked**

You may also earn **one (1) service hour** for every \$10.00 worth of supplies/food you bring to the classroom for a program or class celebration (not birthday). Copies of receipts must be submitted for credit. Each family is eligible for a **maximum of five (5) service hours from this category.**

Volunteer activities are included, but not limited to, the examples on this sheet. If you have questions about the eligibility of a volunteer activity, please call the School Office for guidance.