

Good Shepherd Service Hours Report Form

Each Good Shepherd family is required to donate service hours to the school. Parents agree to participate as part of the annual Tuition Contract Agreement. **The deadline for completing hours is May 15.**

“Points” can be accumulated in many ways: driving on field trips, school maintenance, helping teachers in the classroom or at home, attending PC meetings, donating usable items needed by the school, providing refreshments for parties, participating in the fundraising activities during the year (this does not include fundraising i.e. pizza, coffee, etc. which reduces a family’s cost of an overnight field trip), donating new books to the library, participating in the SCRIP program, assisting in the office, etc.

Every hour of service counts as one point.

Receipts for items purchased must be attached to this form for credit to be given.

Please remember to get signatures from classroom teachers, the Athletic Director, Librarian, Room Parent or Fundraiser Coordinator who you assisted so that you receive your full service hour credits.

Each family is required to contribute a minimum number of volunteer hours as listed below:

35 hours	=	All K-8 families
25 hours	=	Preschool/Pre-K families

Families who have not honored their contracted commitment by April 30th will be billed a \$25.00 per hour charge May 1st as a last reminder. This money is tax-deductible and will be put into the general school fund. Service Hours must be served/paid in full before registration for the following school year.

Service Hour Report forms and a quarterly accounting will be sent to parents/guardians through the weekly envelope. Service Hour Report Forms must be completed / returned regularly so that you can receive credit for the number of Service Hours accumulated. **This is your responsibility.** Please do not expect others to remember what you have done. A Parent Club member does the record keeping according to forms, which have been submitted.

MISCELLANEOUS WAY TO EARN POINTS * food and supplies for pre-school & SEP * games-puzzles-books * art supplies * useable musical instruments * sporting equipment * assist in school recycle program * corporate donations/sponsors * electrical * plumbing * watch the RAM for opportunities *

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To receive credit for your hours, please complete and deposit this calendar in the Parent Involvement drawer in the office hallway. You will receive several statements throughout the year reflecting the number of hours you have accrued and the balance you still owe. Completion of service hours is considered part of your financial obligation to Good Shepherd. Uncompleted hours will be billed to you at the rate of twenty-five dollars per po **The deadline for parent points is May 15, 2011.**

Sports Program

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

Classroom help

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

Classroom help

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

SCRIP CREDIT * (\$400 = 1 point)

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

Office/Library Aide

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

School Events Fundraiser **

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

Classroom help

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

Miscellaneous

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Attach Receipts

Field Trips

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

Donations

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

School Maintenance

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Confirmation Signature: _____

Miscellaneous

Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____
 Date _____ #hrs _____

Attach Receipts

If you drive, you get an additional two points for the use of your car

*** This does not include fundraising which reduces a family's cost of an overnight field trip*

** SCRIP purchases earned online will not be credited until statement is received from e-Scrip.*

One point equals twenty-five dollars

Family Name: _____

Phone number: _____

TOTAL HOURS THIS FORM: _____

Parent Involvement Coordinator
Shelly Ainsworth
 shelleyainsworth@att.net
 438-2193

Use this form to report your earned points during the year. Extra forms are available in the school office.

AS A REMINDER UNEARNED SERVICE HOURS WILL BE BILLED MAY 1, 2010

Good Shepherd Service Hours Report Form

obligation to Good Shepherd. Uncompleted hours will be billed to you at the rate of twenty dollars per point. **The deadline for parent points is May 15, 2009.**

Sports Program

Date _____ #hrs _____
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 Date _____ #hrs _____

Confirmation Signature: _____

Classroom help

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Miscellaneous

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Phone number: _____

TOTAL HOURS THIS FORM: _____

Parent Involvement Coordinator

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