



**Service Hours Log #3
2011-2012**


 Accredited by the
 NEAS&C

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**Use this form to keep track of volunteer service hours worked.
 Return to Mrs. Minor by April 30, 2012.**

Name _____

Address _____

Phone _____

Total Service Hours Recorded Below (through 4/30/12) _____

Please note that service hour requirements have changed.

*To receive the full \$200 credit for working service hours for the year, a parent must work 25 approved service hours, and a minimum of 8 of these hours must be directly related to marketing or fundraising events. Please see the reverse side for a list of acceptable service hour categories.
 Do not include Bingo hours in the time recorded below.*

Date	Description of Service Hours Completed	General Service Hours (hr:min)	Fundraising or Marketing Service Hours (hr:min)	Approved by Mrs. Minor
Total Hours				

Please keep a copy of this log for your records.

OUR LADY COMFORTER OF THE AFFLICTED PARISH



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ACCEPTABLE SERVICE HOUR CATEGORIES

Lunch

Supervise, with a faculty member, the cafeteria and recess for one or two lunch periods according to an established lunch coverage schedule.

Marketing/Publicity Committee

Assist/help organize Open House activities (Open House schedule will be provided), distribute flyers as well as assist with other activities that promote the school as the need arises. Activities must have prior approval of the Marketing Chair/Principal.

Fundraising

Work with members of the School Board and PTO to lead/join fundraising activities. Prior approval needed from the School Board and PTO chairpersons and Mrs. Minor.

Classroom Coverage

Provide coverage for classrooms for professional development and other activities as needed (not for teacher absences, classroom parties, baking, field trips, etc.). This must be approved by Mrs. Minor.

Office Assistance

Assist in the office as needed for specific projects/mailings.
This must be approved by Mrs. Minor.

Team Leader/Committee Members

Board members (Finance, School Board, PTO) and Team Leader commitments.

These members must submit their names to Mrs. Minor at the beginning of the school year.

Eight hours of the 25 service hours must be used for marketing/fundraising events.

Please see the Principal for approval if you have an activity, special talent, or skill not mentioned here to which you would like service hours applied.

