

Hours must be submitted
within 30 days of
completing services.

ST. PHILOMENE SCHOOL

Parent Service Hours Reporting Form

Hours must be submitted
within 30 days of
completing services.

Youngest Student's First & Last Name: _____ **Grade(s):** _____

Parent's First & Last Name(s): _____

***Instructions:** The coordinator, chairperson, or faculty/staff member of the particular event or activity **MUST** sign your sheet **IMMEDIATELY** upon completion of volunteer services to verify the stated duties below were completed. **A total of 20-hours must be completed and turned in on or before February 1st.** Please keep a copy of this form for your files and *submit the original to the school office*, or submit online to parentclub@stphilomene.org.

Date of Service	Name of person who performed volunteer services	Activity Category	Name of Event or Activity Worked	Description of Services Completed	# of Hour(s) Completed	Supervisor's Verification Signature
2-01-10	Sue Smith	Field Trip- ½ day	1 st gr- Sacto Zoo	Driver & Chaperone	3.5	Mr. Dickinson Mr. Dickinson *
				TOTAL HOURS		

<p><u>Activity Categories to Earn Service Hours:</u> Art Show (1 hr/each hour worked) Back to School Night (refreshments/snacks) Book Fair (1 hr/each hour worked) Catholic Schools Week (1 hr/each hour worked) Classroom Aide/Help (1 hr/each hour worked) Craft Fair (1 hr/each hour worked) Faculty Appreciation Luncheon (1hr/each hr worked) Family Reading Night Field Trip (½ or full day) Field Trip (overnight = hourly or days) Harvest Dinner (1 hr/each hour worked) Misc activity: please list (1 hr/each hour worked) Open House (1 hr/each hour worked) Parent Club Meetings (1 hr/per meeting)</p>	<p>Parent Club Officer (20 hours) Parish Festival (1 hr/each hour worked) Room Parent (20 hours) School Board Member (20 hours) Science Fair (1 hr/each hour worked) Sports Coach/Asst (2 coaches/per team) (20 hours) Sports Snack Bar (1 hr/each hour worked) Sports Tournaments (1 hr/each hour worked) Testing Week (providing healthy snacks) Uniform Exchange Coordinator (20 hours)</p> <p><u>Fundraiser Support to Earn Hours:</u> Product sorting (1 hr/each hour worked) Product distribution (1 hr/each hour worked) Tallying sales (1 hr/each hour worked) Follow-up calls (1 hr/each hour worked)</p>	<p><u>Bake Homemade Items to Earn Hours:</u> Baked Brownies (1 hr per batch) Cookies (2 hrs/per 3 dozen) Desserts (2 hrs/per dessert)</p> <p><u>Purchase Items to Earn Hours:</u> Misc items purchased for school events e.g. food, drinks, school supplies, etc. (1 hr/per \$10 spent on items-include receipts)</p> <p><u>2-for-1 Opportunity to Earn Hours:</u> Set-up Crew for an event (2 hrs/per each hour worked) Take-down Crew (2 hrs/per each hour worked)</p>
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