

Attach
copies of
receipts
here

Hours must be
completed by
April 2024

NAZARETH SCHOOL FAMILY SERVICE HOURS

Month: _____

Parent(s) Full Name: _____

Student Name(s) and Grade(s): _____

Eldest Student Number: _____

Date	Type of Service and Person Performing it	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you for your help and support!

Total Hours _____

FAMILY SERVICE HOURS

As a refresher, and for those of you who are new to the school, this will explain the system for keeping track of and recording volunteer hours. The first Friday of each month you will receive, in the Family Envelope, a Family Service Hours form for that month (see other side.) You are to keep this sheet at home the entire month and record on it your volunteer hours for that month. At the beginning of the next month, when you receive the new form, return the previous month's form to the school in the Family Envelope. If you haven't done any hours that month you needn't return the form.

Please use the form provided. It is easier to get the information from a standardized form rather than 250 different forms. Also, it will be important to fill out the form accurately and completely. It is very important that you write the grade and **full name** of the student(s), especially if the last name is different from the parent(s) name. **The eldest Student Number can be found on the label of the Family Envelope.** Please make sure you record the name of the person who did the volunteer work. You may attach receipts (copies are okay) to the form (each \$10 worth of material donated to the school is worth 1 hr.)

Some specific instructions for certain hours: Up to ½ your required hours may be donated time to the Nazareth Scout troops and dens. If you donate home baked goods to the school or a class, you may credit 1 hr. for each cake or batch of cookies up to a maximum of 3 hrs for any one event. Preschool muffins may credit one hour total for each time you bring muffins. You may credit a maximum of 1 hr. per family for each PTG meeting that you attend. Volunteer hours are NOT credited for Back to School Night and Sacramental information nights. It is not our policy to give volunteer credit for driving your child/children to afterschool sports activities. Fourth grade Indian Hills trip is a flat 12 hours. If you worked at the Mission Fiesta this summer, you may credit up to a maximum of 5 hours per family. You may credit all time worked at the Mission coffee and donut bar.

Time sheets you've already turned into the office or hours turned in last May will be credited for this year. If you did hours this summer, now is the time to turn in your June, July, August form. An updated summary of hours will be sent home in January only. It is your responsibility to know how many hours you have completed.

As a reminder, **the volunteer year began on May 1, 2023 and all hours must be completed by April 29, 2024.** Bills for unfinished hours will be sent home in May. The Nazareth Golf Tournament, the Halloween Carnival, Turkey Trot, Grandparents' Day, Nazareth Night and Field Day are excellent opportunities to earn hours.

If you have any questions, please contact the office at (619) 641-7987