



DATE SUBMITTED: _____

TOTAL HOURS: _____

SERVICE HOURS REPORTING FORM 2019-2020

FAMILY NAME: _____ STUDENT(S): _____

HOME PHONE: _____ WORK PHONE: _____

EMAIL: _____

Please record your Family's Service Hours below:

2019-2020 Volunteers hours due by Monday, March 2, 2020

SERVICE HOURS WORKED

DATE	HOURS WORKED	LIST THE WORK ACTIVITY AND/OR EVENT:

Total Worked Hours: _____

SERVICE HOURS FROM GOODS DONATED

To receive credit: Receipt(s) showing purchases **MUST BE ATTACHED!**
(1 service hour for every \$15 spent)

DATE	VALUE	WHO RECEIVED GOODS	GOODS USAGE

Total Value: \$ _____ Equals _____ Service Hour(s).

SERVICE HOURS FROM HOME AND SCHOOL SUPPORT FUND

Receipt must be attached (3 hours for each \$45 donated)

DATE	TOTAL DONATION	SERVICE HOURS

Additional forms are located in the Front Office or at www.trinityknights.org. Please see reverse side of this form for service hour requirements and examples of acceptable opportunities.

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL AND ALL RECEIPTS TO THE MAIN OFFICE BASKET.

SERVICE HOURS REQUIREMENTS:

th
25 hours for Grades Pre-K through 8

(2019-2020 Volunteers hours due by Monday, March 2, 2020 – hours submitted after this date can be applied to following school year.)

12½ hours (per Family) with only half-day (Pre-K) students

SERVICE HOURS OPPORTUNITIES:

Below you will find SOME of the many opportunities available to fulfill the Service Hours Requirement. Additional opportunities may be added during the year and will be distributed via the “Blast” or School Newsletter. Volunteers must be at least 13 years of age.

***All hours not completed will result in a \$15 per hour charge.**

Classroom Opportunities:

Approved Donations of Goods for Class Parties, etc.	Grandparent Classroom Mentor
Classroom Party Volunteer	Homeroom Parent
Classroom Work (as requested)	Lunch/Playground Parent
Field Trip Chaperone/Driver	TAG Driver

Home & School Events/Fundraisers:

Attendance at Home & School Meetings	Pumpkin Bread Baker
Auction Volunteers (including Class Art/Basket)	Santa's Secret Shop Helper
Boosterthon Volunteers	Sno-Cone Volunteer
Donations to stock Home & School Closet	Teacher Appreciation Week Volunteer
Home & School Committee Chair or Officer	Uniform Closet Assistant

Extra-Curricular/School Opportunities:

Book Fair Assistant	Playground Safety Angel
Gardening (school grounds)	Scouts Troop/Den/Pack leader/Assistants
Hospitality (set-up/clean-up school events such as Middle School open house, etc.)	Spring Musical Volunteer
Minnie Vinnies Driver	Sports Team Parent

EXAMPLES OF ACTIVITIES THAT COUNT AS SERVICE HOURS

Attend Home & School Meetings	2 hours per family (*not per parent)
Cooking Times	Must be reasonable amount of time
Donations to Class parties and Classroom community snacks	1 hour for each \$15 spent
Home & School Officer of Committee Chair	10 hours for position PLUS time worked
Lunch Parent	1 hour per lunch
Scout Troop/Den/Pack leaders and Assistants for meetings only. No other scouting event or job.	Hours worked
8 th Grade Graduation Fee (once paid will count for 13 service hours)	13 hours
Home and School Support Fund	3 hrs for every \$45 donated to the fund

SOME EXAMPLES OF NON-APPROVED HOURS

Attending Orientation, Open Houses, Parent Nights, School Masses
Boy/Girl Scout Camping Trips
Church Hours Not Associated with School (volunteering at church nursery, etc.)
Paid Services (Services rendered for which you received payment)
Purchase of any Home & School Fundraiser Items (including cash to walk-a-thons, read-a-thons, etc.)
Purchase of Yearbook Advertisements, Page Sponsorships or Yearbooks
Silent/Live Auction Donations (cash, merchandise, basket contributions, etc.)
Snacks for sports teams
Tickets/Purchases for School Sponsored Fundraisers (Auction, Auction Purchases, Raffle Tickets, etc.)

***If you have any questions or concerns about hours, contact TCS Hours Coordinator at tcs hours@gmail.com.**