

PARENT VOLUNTEER HOURS RECORD SHEET



Thank you for volunteering your time in support of the programs and activities of Saint Rose Catholic School. Community ties at school are strengthened by parents working together to make Saint Rose School the best that it can be for our students and families. Your volunteer service hours also defray some school operating costs helping keep the cost of tuition down.

Family Name _____ Email _____

Date of Service	Project / Event	Person in Charge	Your Role / Responsibility	# of Hours

Total Hours Served _____

Each school family is required to provide at least 20 parent service hours to the school by May 15. It is the parents' responsibility to report their service hours on this form and to submit this form to the school office regularly so it can be recorded and filed. In the spirit of support often parents contribute for more than 20 service hours. We encourage parents to turn in all their service hours when they have volunteered over the 20 hours minimum. It is recommended that you keep copies of your submitted service hour form for your own records. A status report on your total service hours reported will be issued by the school in January and April each school year. All service hours must be reported by May 15. Non-participation in volunteer service hours will result in a \$500.00 fee charged to the family account in May. Each family will be assessed a \$25.00 per hour fee for each non-completed service hour. Hours to be earned after May 15th need to be submitted for approval no later than May 1.

SUBMIT COMPLETED FORM TO SAINT ROSE SCHOOL OFFICE

REPORT VOLUNTEER SERVICE HOURS REGULARLY

(Keep a copy for your records)

