

Service Hour Tracking Form – Parent

Name	Date	Activity / Event	Hours

Description of service work done, and/or notes:

Procedure:

- Each parent is responsible for completing this form and submitting it to the event coordinator, send it to school or put into the service hour box located just outside the school office.
- Forms should be completed and submitted within 3 days of the event. Credits will be made to the parents’ account and reported to parents on a quarterly billing statement.
- For questions regarding the value of event working, please ask the event coordinator or call the school office.
- Contact the school office for questions regarding your family’s total service hours.
- Only adults may earn hours. If children accompany an adult they must be properly supervised.

Office use only: Event Coordinator: _____ Approved

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