Academy of Saint Paul

# 2016-2017 VOLUNTEER TRACKING FORM GRADES K-8

**All families are required to complete service hours based on the following schedule:**

- **Fifteen (15) or more service hours throughout the school year. These hours can be served by helping at the school or donating items to various fundraising efforts including but not limited to Casino Night and Annual Golf Outing. Families receive one (1) service hour for every $15 donation made to these functions.**
  **i.e.: $150 donated item = 10 Service hours. A receipt may be required for donation of goods.**
  **In addition, one (1) service hour will be earned for each PFG meeting attended.**
- **All families are also required to volunteer at the 2017 School Carnival – please see school handbook for specific requirements.**
  **DO NOT use this form to track Carnival hours. All Carnival hours are tracked separately by the Carnival Scheduling Coordinator.**
- **It is the responsibility of each family to track all service hours. Please submit your volunteer hours only after all fifteen hours have been completed. Send completed hours to main office to the attention of: Melissa Ursich**

| Date | Name of Student | Name of Volunteer | Relationship to student (if not parent or guardian) | # of hours worked | Description of event, activity or donated item i.e.: coached team, chaperoned field trip, lunch duty, decorated for function, committee chair, class parent, donation of item to function with value |
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