Good Shepherd Time, Talent and Treasure Form
2018-2019
(Service Hours Report)

Please completely fill out this form and place it in the service hour drawer in the office upon completion of the required hours. If you would like an electronic version of this document, email the Parent Service Hour Coordinator, Naomi Blanco, at nblanco@mandel.com. See other side for what constitutes service hours.

Field Directions
- Date – input the date you performed service.
- #hrs /$ – put in the number of hours you contributed OR the dollar value of the items you donated. (Note: If you were driving on a field trip, enter two additional bonus hours; Every $25 donated = 1 service hour; Used items will not be credited towards parent service hours)
- Person Assisted – list the name of the person who you assisted (office staff, teacher, room parent etc).
- Type Options: Classroom/Playground, Athletics, Office/Library Aide, School Events/Fundraisers, Technology, Field Trip, Field Trip + Driving, Donations, Miscellaneous.
  o If you select Donation or Miscellaneous you must include a note in the note column. This information is important for annual school reporting.
- Notes – in this section you can write more specifics of what you have done/donated. You must input specifics for miscellaneous hours and donations.

Parent/Caregiver

Name: ________________________________

Email: ________________________________ Phone#: _________________________

Student Name(s): ____________________________

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<th>Date</th>
<th># hrs / $</th>
<th>Person Assisted</th>
<th>Type</th>
<th>Notes</th>
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Each Good Shepherd family is required to donate service hours and/or goods to the school. Parents agree to participate as part of the annual Tuition Contract Agreement. **The deadline for submitting the completed form is May 15, 2019**.

Each family is required to contribute a **minimum** number of volunteer hours as listed below:

- **35 hours** = All K-8 families
- **25 hours** = Preschool/Pre-K families

“Hours” can be accumulated in many ways: driving on field trips, school maintenance, helping teachers in the class or at home, attending Parent Club Meetings, assisting with fundraising activities during the year, assisting in the office, assisting with school recycle program, facility maintenance (electrical, plumbing work etc.).

You may also donate and/or purchase items to reach your hour requirements. Every $25.00 worth of donated/usable items counts as one hour. The following rules apply to donations:

- **Mandatory donations for the Spring Auction or buying raffle tickets for Drive for schools does not count towards your Parent Service Hours.**
- Donations must be new items, needed by the school, and approved by school administration. (It is **not** necessary to attach receipts for purchased items to the service hour log form.)
- Purchasing items for fundraising or participating in projects to help individuals in need (i.e. Adopt-a-Family project) does not count towards service hours.
- Used item(s) donated will not be credited towards parent service hours. (Please know we continue to be deeply grateful for your generosity.)
- Hours may not be donated to another family without written permission from the principal.

Types of items that have been donated/purchased in the past:

- Refreshments for classroom parties
- Donating new books to the library
- Food and supplies for pre-school & SEP
- Donating games, puzzles, art supplies, musical instruments and/or sporting equipment to the school
- Corporate donations/sponsors

In order to receive credit for your hours, you must complete the Service Hour Form and submit it **AFTER** your required hours have been completed electronically to the Parent Service Hour Coordinator at nblanco@mandel.com or fill out a form and put it in the Parent Service Hour drawer in the office.

Families who have not honored their contracted commitment by May 18, 2019 will be billed a $25.00 per hour charge on June 1* as a last reminder. This money is tax-deductible and will be put into the general school fund. Service hours must be served/paid in full before registration for the following school year.

**Each family is responsible for tracking their own service hours and submitting the form.**

*Families may project hours for anticipated volunteer hours in the later part of May and the month of June.*