

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

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 1st 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.