

## Holy Name Catholic School 2023-2024 Service Hour Form

All families are required to perform 20 hours of service for the school community each school year, 10 for Fall and 10 for Spring. Required family service hours are to be done by family members 18 and older.

AIAL (Sports) families are required to perform an additional 4 hours of Athletic Service per child, per sport, during the sport season the child is a participant. All unearned hours by due date will be charged to your school account at \$25.00/hr.

**Ten (10) Hours are due in the school office by December 11, 2023 and Ten (10) Hours are due by May 6, 2024**

Volunteer Name \_\_\_\_\_ Ph \_\_\_\_\_ Email \_\_\_\_\_

Credit Account of (Student Name/ Grade) \_\_\_\_\_ Sibling(s)/ Grade \_\_\_\_\_

**Please check option below, if NOT CHECKED credit will be given to school account**

Credit School Required Hours \_\_\_\_\_ Credit Sports Required Hours \_\_\_\_\_

Date	Volunteer Name	Service Description	Time In/Out	Total Hours

**Service hours must be recorded on this form. It is the responsibility of the volunteer/parent, to submit completed service hour forms to the school office.** Parents/volunteers cannot sign the service hour form; it must be signed by school personnel or activity/booth chairperson. Incomplete forms will not be processed. Please make a copy for your records prior to submitting to the school office. Please contact the athletic director with questions regarding sports required hours. Please contact the PTC president with questions regarding PTC sponsored events. Please contact the front office with questions regarding school required hours. Forms not submitted will result in charges for service hours through FACTS.

\_\_\_\_\_  
Signature of School Personnel or Activity Chairperson confirming service hours

\_\_\_\_\_  
Date