# A picture containing text  Description automatically generatedPresentation School Service Program for Families Service Hours Tracking Form

**2022-2023 School Year**

Please record the service hours you have completed. Families are obligated to provide a minimum of 25 service hours per year to the School and/or Parish. Any documented service hours that are not a part of the opportunities published or officially sanctioned by the School or Parish, will require approval from the School or Parish Administration before the hours may be counted.

* **The Service Hours Tracking Form should be turned in to the School Office on December 31, May 5, and/or when 25 service hours have been completed.**
* **Service hours will not be credited to your family account until an official Service Hours Tracking Form is submitted.**
* **Service hours not completed before May 5 are billed at a rate of $10.00 per hour and payment is due before the end of the school year.**
* **Failure to provide 25 service hours or pay the billed fee will result in forfeiture of registration space and fee for the next school year.**

## Please print all information legibly.

Name (first and last of parents)

Date Service Opportunity # of Hours

Total # of Hours on this Form

***Service hours are not credited until the official Service Hours Tracking Form is submitted!***

Additional Service Hours Tracking Forms are available from the School Office.