



St. Pius V Catholic School Service Hours Time Sheet Guidelines and Examples

All families are expected to work at least 10 service hours. If service hours are not completed by April 30, 2015 there will be a \$25.00 per hour charge for hours not completed. All balances owing on April 30th will be taken out through your FACTS account on or about May 7, 2015.

The following are eligible for ACTUAL TIME WORKED per person, per event:

- Helping with a Classroom party (LIMITED ONLY TO, Christmas & End of the Year)
- Field Trip Chaperone
- Sparkle Day
- Back to School Dance
- Homecoming Dance
- Halloween Carnival
- Santa's Breakfast
- Volunteer Substitute Teacher (if not paid)
- Office Clerical Work
- Library Assistant
- Book Fair

Volunteer activities are included, but not limited to the examples on this sheet. If you have any questions about the eligibility of a volunteer activity, always communicate with your HSA Board for guidance at hsa@spvpasadena.org.

Please Note: Volunteers are responsible for signing in and out when volunteering. An HSA Board member will hold all Service Hour Time Sheets at each event. Any incomplete entries will not be counted toward service hours.

MANDATORY: VIRTUS training is necessary to volunteer and be present during school hour events. Please log on to www.virtus.org and register to take a free training session before you volunteer. On this website you will be able to choose the closest location, date and time that is most convenient to you.