

# St. Francis High School Parent Service Program • 2016/2017 Report Form

*Parents: Please record all hours earned on this sheet. Remember to have the form signed or stamped immediately after the volunteer service is performed. For purchased items, attach receipts in lieu of signature. When you have completed the required hours, make a copy of the form for your files and turn the original in to the office or fax to: 916-452-1591. Please do not submit partially completed report forms.*

**Senior hours (10 hours) due January 15. Freshman, Sophomore, Junior hours (25 hours) due May 1.**

**Check here if you are a single parent (sole support) electing to perform 12.5 hours (5 for senior parents)**

Parent Name(s) \_\_\_\_\_

Daughter's Name(s) \_\_\_\_\_ Daughter's Grade(s) \_\_\_\_\_

Date of service	Event/ Activity	Parent(s) who volunteered	Item(s) sent or volunteer action	Hours earned*		Contact person's signature
				Active Service	Purchased Supplies	
<i>Examples: Sept. 10</i>	<i>Troubie Store</i>	<i>Joe Volunteer</i>	<i>regular Tuesday cashiering</i>	<i>5</i>		<i>Joanne Gallo</i>
<i>Oct. 13</i>	<i>Open House</i>	<i>Chris Volunteer</i>	<i>6 dozen homebaked cookies 1 case bottled water (\$5.67)</i>	<i>4</i>	<i>1</i>	<i>Sally Chairperson receipt attached</i>
<b><u>Submit this form only when your hours are complete</u></b>						

PLEASE PRINT

\* At least 13 hours must be earned through Active Volunteer Service (5 for seniors). Maximum hours for providing purchased, requested supplies = 12 (5 for seniors).