



VOLUNTEER SERVICE HOUR GUIDELINES

Dear GLS Volunteer,

On behalf of all of us at Grace Lutheran School, thank you so much for your volunteer spirit and your willingness to make Grace a terrific school. Without you, we would be unable to accomplish the goals we have for our school community and its families. You are a blessing to us. Please read the guidelines below so you are clear on how our volunteer program works. Again, please accept our sincerest thanks for all you do.

REQUIREMENT: 25 hours per family for families with students in grades K-8 and 10 hours for preschool families.

Who can volunteer? Adults over the age of 21 that have a connection to the enrolled student.

Deadline for submitting hours: April 30th. All service hours must be turned in to the office within 30 days of the event date to be recognized. All service hours are due no later than April 30th. Any service hours turned in after April 30th will not be recognized for the school year.

This deadline is established for billing purposes. After April 30, any volunteer service hours not served and/or submitted will be billed at the rate of \$10.00 per hour. However, you may continue to submit hours up until the last day of school and those hours will be deducted from your statement. Each family is responsible for completing the volunteer service hour form and submitting it to the school office.

GUIDELINES:

1 hour of service = 1 hour of volunteer credit

\$10.00 of items purchased for an event = 1 hour

Items can be for class parties, school-wide events, etc. Please attach your receipt to the volunteer service hour form and submit to the school office.

FIELD TRIPS

Adults going on field trips will receive credit for the total number of hours of the trip, not to exceed the total of a regular school day which is 8:15am -3:00 PM . Maximum for an ALL day field trip is 8.00 hours. An exception may be an overnight field trip with the 7th grade class. Service hours given for field trips will be awarded for 1 member of the family attending the trip. If there is more than 1 chaperone attendee only 1 will receive credit.

Please remember, it is your responsibility to make sure you get credit for the time you serve and fill out a service hour form with the exception of field trips.

CHECKING YOUR HOURS ON RENWEB

Renweb>Family>Mother's Name>Service Hour Tab

If you have any questions, check with your child's teacher or the school office. We are here to help you help us. Many thanks for your participation in our school activities.



GRACE LUTHERAN SCHOOL

320 Bates Avenue SE

Winter Haven, Florida 33880

863-293-9744

Date recorded in binder _____
Initials _____
Note:

PARENT VOLUNTEER SERVICE HOUR VERIFICATION

Child's Name _____ Grade _____

Volunteer Name _____

Date of Service _____

Start Time: _____

Finish Time: _____

Total: _____ Please round to the nearest quarter hour. Example
2.25, 2.50, 2.75 hours

Nature of volunteer work:

Teacher/Event Coordinator/Staff Signature _____

SERVICE HOUR GUIDELINES ARE ON THE BACK OF THIS PAGE.