



## VOLUNTEER SERVICE HOUR GUIDELINES

# 2023-2024

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:** Service hours **must be turned in within 30 days** of the event date or donation to be recognized. Final 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.

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 (Receipts must be provided for hours to be counted).

*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. Items turned in for school service projects do not count towards a family's service hour accrual.*

### **FIELD TRIPS**

Adults going on field trips will receive credit for the total number of hours on 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 5.00 hours. An exception may be an overnight field trip. **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 (teachers will submit your hours for you).

### **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

## 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

**Please list nature of volunteer work:**

Teacher/Event Coordinator/Staff Signature \_\_\_\_\_

SERVICE HOUR GUIDELINES ARE ON THE BACK OF THIS PAGE.