

**HOLY TRINITY EPISCOPAL DAY SCHOOL  
SERVICE HOURS RECORD FORM**

**To assist us in managing your account, please use the same form for more than one volunteer service. You may accumulate your hours and enter the total hours as a single item.**

Volunteer Parent's Name: \_\_\_\_\_

Oldest Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Relationship: Mother \_\_\_\_\_ Father \_\_\_\_\_ Grandparent \_\_\_\_\_

Description of Services, hours, and dates

I baked items for \_\_\_\_\_  
\_\_\_\_\_

I was a chaperone for a field trip to \_\_\_\_\_  
\_\_\_\_\_

I attended HTSA/school meeting \_\_\_\_\_  
\_\_\_\_\_

Market Day Volunteer (reminder calls, distribution of orders; placing an order does not count) \_\_\_\_\_  
\_\_\_\_\_

Book Fair \_\_\_\_\_  
\_\_\_\_\_

Sally Foster \_\_\_\_\_  
\_\_\_\_\_

Lunch helper \_\_\_\_\_  
\_\_\_\_\_

other \_\_\_\_\_  
\_\_\_\_\_

Signature of Volunteer.....

Please direct questions only to [shours@htrinity.org](mailto:shours@htrinity.org). All forms must be submitted to the school before the end of the academic school year.

## REQUIREMENTS

Each family is responsible for 15 hours of service per school year. Single-parent families and families with a spouse who is deployed through the military are responsible for 7.5 hours of service.

**Only parents and grandparents may serve in this program; extended family, such as aunts and uncles, do not qualify.**

At the close of the school year, for every hour not served, a fee of \$20.00 per hour will be assessed.

All service hours forms must be submitted to the school by the last day of school. No exceptions will be made and no hours will be added after that date.

Final report cards will be withheld until all service hour requirements are met. Please contact [shours@htrinity.org](mailto:shours@htrinity.org) with any questions.

### Examples of Activities to Earn Service hours;

Your most valuable resource is the weekly newsletter.

- ❖ HTSA and specific-grade parent meetings. (1hour)
- ❖ Chaperoning your child's class field trip. (Middle School ski trip included)
- ❖ Working and HTSA event.
- ❖ Assisting with Media & Technology.
- ❖ Assisting with sport activities
- ❖ Assisting with the Scholastic Book Fair.
- ❖ The Birthday Angel Programs. (2 hours)
- ❖ Yard work/planting at either campus.
- ❖ Teacher Appreciation Week.
- ❖ Coordinating HTSA fundraising activities.
- ❖ Baked/store-bought treats, drinks, paper goods for a class party. ( 1 hour)
- ❖ Assisting class activities as requested by the teacher.
- ❖ Assisting with Market Day.

The following activities do not count towards Service Hours;

- ❖ Parent/teacher conferences.
- ❖ Being an attendee at HTSA events.
- ❖ Back-to-school or orientation nights.
- ❖ Parent visitation days.
- ❖ Attending an End-of-the-Year Picnic.