2016-2017 Immaculate Conception School
Mandatory Service Hour Tracking Form

Family Name: _____ **Date(s) of Service:** _____

Your Name: _____ **Hours Worked:** _____

Relationship to Student: **(Please circle one)** **Parent** **Legal Guardian**

Any activity NOT on this approved list must be pre-approved by the Service Hour Coordinator at info@icsclinton.org.

Activity: **(Please circle one)**

Fundraising	Staff Support	Office Support	School Function	HSA	Extra Curricular	Community Outreach
Minimum Requirement of 20 hours total			***Maximum allowance of 5 hours total***			
Book Fair (Fall/Spring)	Art Room*	***Pre-Approved***	Catholic Schools Week	Box Tops	Basketball	Christmas Parade
Gala	Library*	***by Principal***	Classroom Assistance	Class Parent	Cheerleading	
Gertrude Hawk Coordinator	Nurse Assistance*		Dances	Hospitality & Events	Cross Country	
H S A Barbeque		Photocopying	Field Day	New Parent Network	D I	
Parish Festival		Thursday Knights	High School Expo		Reading Olympics	
Parish Festival - Pre/Post	***Must be**	Traffic Control	International Holiday		Theater	
Scrip Processing	***pre-approved***		Scholastic Book Orders			
St. Nicholas Shoppe						
Used Uniform Sale						
Trunk or Treat						
Wine & Beer Tasting						

Responsibility: (Please circle one)

Chairperson Committee Member Volunteer Coach Assistant Coach Other*

Description of Activity: _____

Your Signature:_____**ActivityCoordinator:**_____

For office use only: _____ ***Approved by:*** _____ ***Date:*** _____

Each family's requirement is a minimum of 25 hours from 6/1/16 to 5/31/17, of which 20 hours must be associated with recognized Fundraising activities as listed above. A maximum of 5 hours in total will be allowed in the non-fundraising categories listed above. All Service Hours must be documented utilizing this form .

Other is reserved for those activities not listed on the approved list and must be pre-approved by the Service Hour Coordinator at info@icsclinton.org . Please provide details for Other in the Description field.