

**2017-2018 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			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: _____ Activity Coordinator: _____

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

Each family's requirement is a minimum of 25 hours from 6/1/17 to 5/31/18, 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.**