

**2018-2019 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](mailto:info@icsclinton.org).**

Activity: (Please circle one)

Fundraising	Staff Support	Office Support	School Function	HSA	Extra Curricular	Community Outreach
← <b>Minimum Requirement of 15 hours total</b>			<b>Maximum allowance of 10 hours total</b> →			
Book Fair (Fall/Spring)	Art Room*	<b>Pre-Approved</b>	Catholic Schools Week	Box Tops	Basketball	Christmas Parade
Gala	Library*	<b>by Principal</b>	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	<b>*Must be</b>	Traffic Control	International Holiday		Theater	
Scrip Processing	<b>pre-approved</b>		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 6/1/18 to 5/31/19, of which 15 hours must be associated with recognized Fundraising activities as listed above. A maximum of 10 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](mailto:info@icsclinton.org) . Please provide details for Other in the Description field.**