

**2019-2020 Immaculate Conception School
Mandatory Service Hour Tracking Form**

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

Your Name: _____ Relationship to Student: (Please circle one) Parent Legal Guardian

Hours Worked: _____

Any activity NOT on this approved list must be pre-approved by the Principal, Pastor, Business Manager or 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
Jubilee	Library*	by Principal	Classroom Assistance	Class Parent	Cheerleading	
Parish Festival	Nurse Assistance*		Field Day	Hospitality & Events	DI /Robotics	
Parish Festival - Pre/Post	Traffic Control*		High School Expo	New Parent Network	Reading Olympics	
Gertrude Hawk Coordinator			International Holiday	Publicity		
Scrip Processing	*Must be		Scholastic Book Orders	Social Concerns		
St. Nicholas Shoppe	pre-approved		Trunk or Treat	Spirituality		
Used Uniform Sale			Thursday Knights	Ways and Means		

Responsibility: (Please circle one)

Chairperson Committee Member Volunteer Coach Assistant Coach Other*

Description of Activity: _____

Your Signature: _____ Activity Coordinator Name & Signature: _____

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

Each family's requirement is a minimum of 25 hours from 6/1/19 through 5/29/20 (families with a graduating eighth grader deadline is 4/30/20), 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. Service Hours must be submitted within **90 days** of date of service in order to qualify.

***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.**