

INFO ABOUT PARENT PARTICIPATION HOURS RECORD KEEPING

Last year we changed how we record our parent participation hours.

We will no longer use the individual form that requires a teacher or chairpersons signature. The new FORM is now located in the school office in the same place where you turned in those forms. These forms are now located in a large binder, one per family. A sample of the new family form is located on the backside of this flyer. **It is now YOUR responsibility and YOURS alone to complete the required information asked for on this sheet.**

For example, if you help in the classroom on any given day, after completing that activity, you can come into the office, pull out the binder, find your family sheet and complete the required information; the date, hours worked, and a description of that work, (worked in the Mrs. Schiro's classroom). The administration will then verify your activity. If you are a room mom, all you would need to do is list on the first line, Room Mom for 4P, 20 hours and you are done. Same thing with carnival, if you work in a booth, remember to post that activity in the same binder. If you donate a cake to the cake walk, that would be equal to 1 PPH.

In the front of each binder will be a copy of what is listed in the annual handbook of accepted volunteer services for your PPH's. If you have any questions, please feel free to contact the office at 435-0700.

