

## Service Hours Requirement

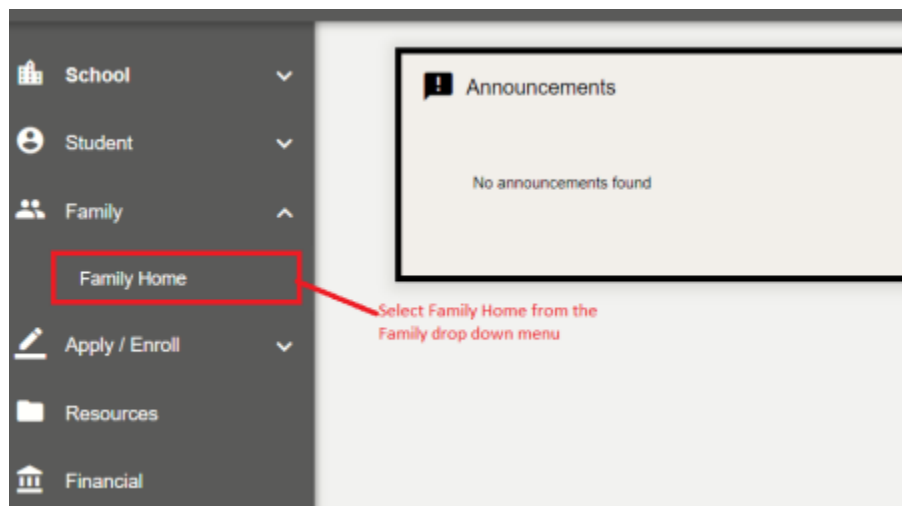
All families are required to volunteer and give at least 25 hours of service to Saint Paul Catholic Classical School. \$10 per hour in exchange for not fulfilling the volunteer hour requirement.

To log your hours:

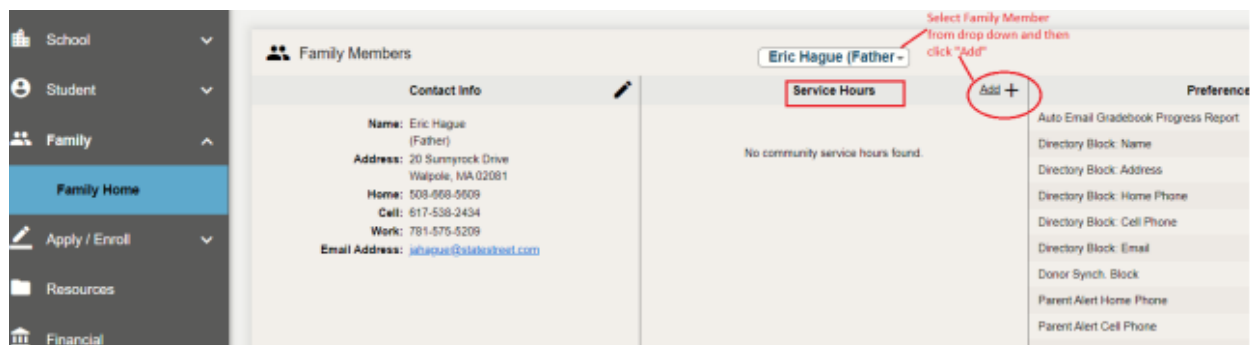
Log into the [FACTS Family Portal](#) (formerly Renweb)

The district code is **stpaul-tx**

Next, navigate to the Family Home menu option:



This will bring up the family home page. The service hours section is located in the middle of the screen. Select which family member served hours through the drop-down box, and then click “add” to record a new service hours entry.



Complete all fields in the service hours entry box and click “Save” when finished. *Please note, all hours will be verified with the event coordinator.*

**Service Hours - Add**

**Name:** Eric Hague

\* **Date:** 10/7/2019 — Enter date of service

\* **Hours:** 2 — Enter Number of Hours Worked

\* **Description:** Golf Tournament — Select type of service from drop-down menu.

**Note:** golf tournament check-in table — Description of service

**Verified By:** Melissa Dugas — Event coordinator, teacher or administrator who can verify the hours served.

**Save** ←

This screen will appear once you have submitted the entry. At this point you can choose to enter another entry or navigate back to the family home screen.

**Service Hours - Add**

Service Hours submitted successfully.

[Add More Service Hours](#)

[< Back to Family Home](#)

Family home page will now display all entries logged. If you need to edit or delete an entry, click on the pencil icon to make any changes.

**Eric Hague (Father)**

| Service Hours |                 |       |  | Add + | Prefe                            |
|---------------|-----------------|-------|--|-------|----------------------------------|
| Date          | Description     | Hours |  |       |                                  |
| 10/7/2019     | Golf Tournament | 2.0   |  |       | Auto Email Gradebook Progress Ri |
|               |                 |       |  |       | Directory Block: Name            |
|               |                 |       |  |       | Directory Block: Address         |
|               |                 |       |  |       | Directory Block: Home Phone      |
|               |                 |       |  |       | Directory Block: Cell Phone      |
|               |                 |       |  |       | Directory Block: Email           |
|               |                 |       |  |       | Donor Synch. Block               |
|               |                 |       |  |       | Parent Alert Home Phone          |
|               |                 |       |  |       | Parent Alert Cell Phone          |
|               |                 |       |  |       | Parent Alert Work Phone          |
| <b>Total:</b> |                 | 2.0   |  |       |                                  |

Home screen now shows service hours logged. Click the pencil if you need to edit an entry.