



ACS Service Hours

All Annunciation K–8 families are required to complete **24 service hours** each school year—**12 hours by December 15** and **12 more by May 15**. While additional hours are appreciated, the required hours **must be completed each semester**. Late fees will be applied at the end of December and May for any unfulfilled hours.

At least **three hours** throughout the year must be served through our **Golf Tournament or Festival of Angels**. Opportunities to complete service hours will be shared on our website and in the weekly newsletter.

We understand that every family has a unique schedule, and we offer flexible opportunities to help. You **do not need SAFE Environment clearance** to complete most service hours. However, if you're volunteering directly with students or on campus, **SAFE clearance is required**.

If you anticipate difficulty completing your hours, please contact the office **several weeks before the deadline** for assistance.

To log your hours, visit your [Family Portal](#): (District Code:an-fl)

1. Click “Family.”
2. Select the name of the person who completed the hours from the middle drop-down.
3. Click the “+” sign and fill out the form.
4. Don’t forget to save!

Note: The sign-in computer on campus does not sync with your Family Portal—you must log your hours manually.

Thank you for your support! We truly appreciate the time you give to our students and school community.

What Counts for Hours?

Counts for Hours:

- Background check fee (divide it by \$15.00) for service hours if you were screened this school year.
- 2 hours for your Protecting God's Children class, if you went this school year
- 1 hour for each Home & School Association Meeting if you attended the whole meeting. (Not "Orientation" or "Parent Info Night".).
- Donations of used uniforms, which are in a condition and can be resold, are calculated by the office according to recycled price (\$2 per piece, 2-hour maximum per semester). You must label the bag you turn in. Because of limited space, we cannot take them year round. We encourage you to donate them to other families, Goodwill, Salvation Army, the Clothes Closet, etc.
- Any donated item to the classroom or school; every \$15 is an hour. Scheduled chaperone hours at an ACS dance, party, field trip, or centers.

Doesn't Count for Hours:

- Student Service Hours (patrol, Student Council, etc.).
- Giving treats to the classroom for your child's birthday or holiday.
- Going to School Mass with your child does not count.

Remember:

- Any hours served after May 15 will count towards next school year
- It is your responsibility to track and log your service hours into your Family Portal account.
- All committee members and coaches must log their hours or committee function (officer, homeroom parent, etc). We try to remove your name from the report, but there are a lot of committee members so we may miss your name.

LOG YOUR OWN HOURS ON YOUR FAMILY PORTAL.

- Log into your FACTS Portal
- Click on Family
- At the top middle of your screen, click "Add"
- Fill in the date, hours, and description of work.
- Click "Save"