

St. Edmund Catholic School
Family Service Hour Tracking Form

Year

Family Name:_____ **Student Name(s):**_____

Service Hour Requirement: 10 hours + 2 hours per child during Spring Fair Weekend.

| Date | Describe Event | Service Hours Worked | Supervising Official Signature |
|--------------------|----------------|----------------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL HOURS | | | |

Please return this form no later than May 20th to administration office. You can also scan and email the form to Sarah Oliver at sarah.oliver@stedmund.com. Also, make a copy of your completed form prior to turning it in.

Please have the form completed correctly as we will be tracking service hours this year. A form without a supervising official signature will not be accepted.

The consequences for incomplete Spring Fair service hours are:

- \$50.00 per hour per child.
*Example: 2 children x 4 incomplete service hours = \$200.00
- The fee must be paid at June registration.

The consequences for incomplete regular service hours are:

- \$25 fee per incomplete hour
- The fee must be paid at June registration.