



***Volunteer Record***  
**2011-2012**

Today's Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

|                       |              |
|-----------------------|--------------|
| <b>Student's Name</b> | <b>Grade</b> |
| 1. _____              | _____        |
| 2. _____              | _____        |
| 3. _____              | _____        |
| 4. _____              | _____        |
| 5. _____              | _____        |

\* Parents are responsible for tracking their own hours.

\* Volunteer deadline for parents of K-7<sup>th</sup> grade students is May 18, 2012

\* Volunteer deadline for parents of 8<sup>th</sup> graders is April 27, 2012

| <b>Date:</b> | <b>VOLUNTEER TASK:</b> | <b>Time In</b> | <b>Time out</b> | <b># of Hours</b> | <b>Admin Approval</b> |
|--------------|------------------------|----------------|-----------------|-------------------|-----------------------|
|              |                        |                |                 |                   |                       |
|              |                        |                |                 |                   |                       |
|              |                        |                |                 |                   |                       |
|              |                        |                |                 |                   |                       |
|              |                        |                |                 |                   |                       |

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Teacher / Admin Signature



**VOLUNTEER OBLIGATION for 2011-2012 SCHOOL YEAR:**

- 1 student attending HAAS = **20 volunteer hours**
  - 2 or more students attending = **30 volunteer hours**
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- **1/2 of your required volunteer hours must be met no later than January 13, 2012** or your re-commit for the 2012-2013 school year will not be processed.
  - Parents of K-7<sup>th</sup> graders, your total required hours **must be completed by May 18, 2012. If your total required hours are not fulfilled by this date your child will lose his/her seat for 2012-2013 school year.**
  - Parents of 8<sup>th</sup> graders are required to complete their obligation no later than April 27, 2012 or your child will not participate in the end of the year 8<sup>th</sup> grade activities (dance, field trips, TY Park picnic, etc.)



**TO RECEIVE VOLUNTEER HOURS YOU MUST:**

- Fill out a Volunteer Record sheet located at 1<sup>st</sup> floor front desk when assisting in classrooms, clinic or cafeteria.
- Provide a receipt along with a completed donation form to be verified and signed by the teacher or school staff member.
- When participating in school events (Book Fair, Fall Field Day, etc.) or attending meetings (PTO and SAC) you **must** sign in.

**All volunteers must be scheduled by appointment with a teacher or staff member prior to volunteering.** It is not the school's or teacher's obligation to find work for volunteers who have not scheduled their time.

If you have any questions please call Ms. Louis-Charles, Volunteer Coordinator, at 954-925-6404. Thank you for your attention to this very important matter. We look forward to assisting all families with meeting their volunteer obligation.