

Shepherd of the Valley Lutheran Preschool Service Credit Voucher Instructions

To encourage family involvement in our school, Shepherd of the Valley offers a service credit program. Each family has the option to earn five (5) service hours for the school or pay an annual service credit activity fee of \$50. If the required hours are worked, the activity fee deposit rolls forward to the next year and no additional fees are charged. If the required hours are not met, the Service Activity Fee is prorated at the end of the year.

How the Program Works

- ◆ Each family is required to earn a minimum of 5 hours. These hours may be worked by a parent, grandparent, aunt, uncle, etc., or by siblings' ages 18 years or older. Hours may not be transferred to other school families.
- ◆ It is your responsibility to fill out a service voucher like the one below for each volunteer activity. (The vouchers are printed on blue paper and are available in the office or online.) When you work on a school event or project, fill out the voucher, have it signed by the person in charge, and return it to the office.
- ◆ Service Vouchers must be submitted within a week of the hours being worked.
- ◆ Periodically during the year, you will receive a report indicating the number of hours worked to date.

If you have any questions, please feel free to call the School Office at (818) 347-6784. We appreciate your help.

Thank you!

<p>Shepherd of the Valley Lutheran School SERVICE CREDIT VOUCHER <i>To be completed immediately following activity</i></p> <p>STEP 1 - TO BE COMPLETED BY VOLUNTEER</p> <p>Name _____</p> <p>Name of oldest child _____ Grade _____</p> <p>Activity name _____</p> <p>Date of activity _____</p> <p>Hours (round to closest quarter hour) _____</p> <p>STEP 2 - SUBMIT TO SUPERVISOR IN CHARGE OF ACTIVITY FOR SIGNATURE</p> <p>STEP 3 - SUPERVISOR'S SIGNATURE _____</p> <p>STEP 4 - RETURN FORM TO THE SCHOOL OFFICE</p>
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ELIGIBLE SERVICE CREDIT ACTIVITIES
Preschool through Sixth Grade
2016-2017

Non-Fundraising Activities

Attendance at PTF General Meetings
PTF Board Member
Back to School Work Party
Baking for School & Hospitality Events
Board Committee Members
Chapel Programs
Classroom Assistance (parties, field trips, in-class help, etc.)
End of the Year party
Event Worker (work day, classroom parties, fun festival, hospitality events)
Field Trips (Prorated based on hours required for field trip)
Preschool Palooza
Preschool Palooza Coordinator
Room Parents
School Board Members
Service Activity Bookkeeper
Shepherding New Families
Yearbook Coordinator
Yearbook Committee (photos, etc)

Fundraising Activities

PTF Chairperson, Committee Members, Room Representatives, or Event Workers for the following fundraisers:

Art Fundraiser
Entertainment Books
Fellowship Night Coordinator
Fall Festival
Gift Wrap
Label Collections
Magazine Sales
Rummage Sale
Scrip Assistance
Walk-Jog-A-Thon
Other Fundraising Events