

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 Preschool 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>
