



VOLUNTEER HOURS TRACKING FORM

Family Name: _____

Record hours below. **Please turn in your form to the school office** - either after the event you volunteered for or (for ongoing events) at the end of each quarter. Volunteer Hours Tracking Forms are available online @stcharleshartland.com/Home & School Association/Forms.

At least 10 hours for the year must be attributed to FallFest, Auction or Fish Fry as indicated in the HSA Volunteer Policy.

FUNDRAISING	Name	Date	Total Hours	Description Activity
ANNUAL DEVELOPMENT FUND COMMITTEE				
BOOK FAIR				
COUNTRY SPRINGS WATERPARK PASS SALES				
DINNER & AUCTION				
DRESS DOWN PASS SALE				
EFFORTLESS FUNDRAISING				
8TH GRADE FUNDRAISING COORDINATOR				
SCRIP SALES				
SOCIAL & RELATIONSHIP-BUILDING	Name	Date	Total Hours	Description Activity
FALL FEST				
FISH FRY				
MOONLIGHT TASTING				
MOVIE NIGHT				
ENRICHMENT	Name	Date	Total Hours	Description Activity
CATHOLIC SCHOOLS WEEK				
EUCCHARISTIC ADORATION				
GREEN DAY				
VARIETY SHOW				
COMMUNITY & SCHOOL SERVICE	Name	Date	Total Hours	Description Activity
CLASSROOM HELPERS				
CLASSROOM PARENTS				
HEALTH ROOM VOLUNTEERS				
HOME & SCHOOL ASSOCIATION				
LIBRARY AIDES				
LUNCH TIME HELPERS				
SCHOOL COMMISSION				
SCHOOL TECH CREW				
UNIFORM RE-SALE				
COMMUNITY & SCHOOL RELATIONS	Name	Date	Total Hours	Description Activity
4TH OF JULY PARADE				
GRADUATION RECEPTION				
GRANDPARENTS RECEPTION				
HOSPITALITY COMMITTEE				
ICE CREAM SOCIAL				
SCHOOL UNIFORM/ SPIRIT WEAR SALES				
SPIRIT PARTY				
TEACHER & STAFF APPRECIATION LUNCHEON				
YEARBOOK & SCHOOL PHOTOGRAPHY				
PRE-APPROVED "OTHER" VOLUNTEER HOURS*	Name	Date	Total Hours	Description Activity
TOTAL NUMBER OF HOURS COMPLETED				

**Please refer to the updated HSA Volunteer Policy before submitting your "OTHER" hours. Please document or attach any pre-approval information. Volunteer hours listed in the "OTHER" section are subject to review by either the HSA Presidents or Volunteer Vice Presidents.*

Thank you for your time, talent and commitment to St. Charles School community!

If you have any questions or concerns, please contact Stacy Makarewicz (stacymak06@hotmail.com) or Chris Robel (chris.robel@sbcglobal.net).