

# OLA Service Hour Information

Our Lady of the Assumption School is so much more than classroom academics. Our kids are learning through our example that they're part of a greater educational, religious and social community. Each year, we demonstrate our commitment to this idea through our service to the school.

OLA has dozens of activities from which you can choose to serve. Kids love seeing and knowing that their parents and families are doing something special at the school. We thank you for honoring this commitment and for making Our Lady of the Assumption School and Parish community special. The "Workforce Binder" is always available for you and is kept in the school office.

Please refer to the school handbook and the Contract for Our Children agreement for the 2009-2010 school year if you have questions about required service hours. The following is a partial list of activities that count toward required service hours: Auction, SCRIP, Country Fair, field trips, library, yearbook, PTG Fall and Spring socials, Snack Shack at home games, Missoula Children's Theater, uniform exchange, grounds and maintenance, art docent, hearing and vision screening, Safe Halloween/Trunk or Treating, and Santa's Breakfast and Secret Shop. If you are not sure if something qualifies for credit, please contact the school office.

Service hours are not transferable from year to year. Hours cannot be earned by purchasing goods such as items or treats for a class party. Time required to bake cookies however, is valid volunteer time. Similarly, attendance at Mass, social or educational functions do not qualify for credit. But, please count your hours if you organize and set-up, host/serve or clean up at OLA school functions.

## **Recording your service hours:**

Record your hours right away on the "OLA Service Hour Timesheet". Submit your timesheet to the OLA front office four times a year (October 26, December 21, March 20, and May 23) and keep a copy for your own records. A copy of the timesheet is available in the "Forms" page of the website or at the front office. PTG volunteers tabulate hours based on what you submit. The school office is not responsible for tracking your hours.

## **Tips for completing service hours without stress:**

- Start early! Mark down dates and commitments on your family calendar months before they start. Mark out the entire year.
- Plan to participate in several things throughout the year so that hours can accumulate steadily.
- Most importantly, **if committee heads do not call you, CALL THEM!** Their names are located in the PTG roster and mentioned often in the school bulletin.
- Keep track of your own hours and then submit them immediately. Before submitting your timesheets, you should make and keep a copy for your own records.



# OLA Service Hour Timesheet 2009-2010

For the month(s) of:  
\_\_\_\_\_

Household information

Single Parent  
Two-Parent

*(Please print)*  
 Family Name: \_\_\_\_\_  
 Grade of Oldest Child: \_\_\_\_\_

Date of Service	Description of Service	Hours
Total number of service hours		

**Thank you very much for your generosity!!!**

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

Please submit the service hour timesheet by the 10<sup>th</sup> of the following month to the school office. Make a copy for your records.