

**IMMACULATE CONCEPTION CATHOLIC SCHOOL
VOLUNTEER SUPPORT PROGRAM
2015-2016**

Each ICCS family is required to complete a minimum of 25 volunteer hours for the 2015-2016 school year. Families need to submit **two volunteer forms that are due in the school office by December 18, 2015 (before noon) and April 29, 2016.** Half of the 25 hours (12.5) is due on the first form by noon on December 18, 2015. The remaining 12.5 hours should be submitted on the second form due by April 29, 2016. Should your family not complete at least 12.5 volunteer hours by December 18, 2015, your account will be charged a fee of \$250 that will be due no later than May 13, 2016. Credit will be issued for the total number of hours submitted with a final balance due in May. **ALL 25 HOURS MUST BE FOR SCHOOL-RELATED ACTIVITIES.** You may also earn 1 hour of volunteer time towards the required 25 hours for every \$100 of gift cards purchased through the Gift Card Program. Please, **DO NOT** log gift card purchases on this form. Gift card purchase hours are tallied and reported by the office.

Hours logged by persons not certified in Keeping Children Safe will not be honored and fees will apply. As mandated by the diocese of Ft. Worth, all school parents and volunteers must be certified and current in Safe Environment training. Please contact the school office for more information. Please keep a copy of this form for your records. Thank you.

Family Last Name, First Name
Child's name if different: _____

Date Submitted to Office

Event	Date	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL NUMBER OF VOLUNTEER HOURS: _____

Signature Approval (Office)_____