



LEON SCHOOL VOLUNTEER PROGRAM

2757 W. Pensacola Street ❖ Tallahassee, FL ❖ 32304 ❖ 487-7800

RECORD OF VOLUNTEER HOURS

FOR SCHOOL USE ONLY	
Volunteer Approved on LCS Master Computer List?	
Yes	No

Volunteer's LAST Name	FIRST Name	Phone(s)
Volunteer's Address	City/State	Zip
Student's LAST Name	FIRST Name	Teacher/Grade

Volunteer Hours Do Count! Schools are required to keep data on volunteers and business/community involvement. Volunteer hours can be used to qualify schools for statewide awards and provide needed information for grants that schools apply for. Please help us track our volunteer involvement by recording your hours each time you volunteer for a school or program. For an explanation of volunteer categories, see the back of this sheet. **IMPORTANT NOTE:** If you must have documentation of your volunteer service, please ask the school/program for a copy of this timesheet before the end of the school year and have your supervisor sign and date it.

Supervisor Date

Date of Volunteer Service	Type of Volunteer Activity (chaperone, classroom assistance, fundraising, mentoring, etc.)	Location in School (classroom, media, office, science lab, etc.)	Total Volunteer Hours Served Today <small>(Round out fractions of hours to decimals. Example: 1/4 hour = .25 1/2 hour = .50 & 3/4 hour = .75)</small>

Name of Volunteer: _____

Date of Volunteer Service	Type of Volunteer Activity (chaperone, classroom assistance, fundraising, mentoring, etc.)	Location in School (classroom, media, office, science lab, etc.)	Total Volunteer Hours Served Today (Round out fractions of hours to decimals. For example: 1/4 hour = .25, 1/2 hour = .50 & 3/4 hour = .75)

➔ **THANKS** for Volunteering in Leon County Schools!



Total Hours from BACK	
Total Hours from FRONT	
TOTAL HOURS for TIMESHEET (Front & Back)	

What Counts as Volunteer Time?

A general rule of thumb is that any services that are provided by persons not paid by the school district may be counted as volunteered services. This includes parents who help in the classroom or with other school activities, college students, guest speakers, students helping other students, persons serving on advisory committees, and so on. A list of potential volunteer categories is listed below:

<ul style="list-style-type: none"> Arts & Crafts Volunteers Babysitting (so others may volunteer) Bake Sales Book Fairs Booster Organization Activities Bus Duty Candy/Cookie & Wrapping Paper Sales Carnival & Festival events Car Washes Chaperones Classroom Volunteers Clinic Helpers College Students (FAMU, FSU, TCC, etc.) Computer Tutors Community Organizations who sign-up to assist the school for a special event/project 	<ul style="list-style-type: none"> DAC/SAC Representatives Foster Grandparents Fund-raising Committees/Events Gardening/Landscaping Projects Homeroom Representatives Judges for Academic Competitions Math Tutors Mentors (work one-on-one weekly with students) Office Helpers Partners <i>for</i> Excellence PTO/PTA Projects Reading Volunteers Resource Speakers School Sports Activities Working at Home (on volunteer projects, making phone calls, e-mail, grading papers, typing, etc.)
<p style="text-align: center;">What DOES NOT Count as Volunteer Time?</p> <ul style="list-style-type: none"> ✓ Full-time college interns (assigned to work/teach 35 - 40 hours a week) ✓ LCS Teachers/Staff working overtime in their regular staff assignment ✓ Organizations using the school site for after hours meeting space, such as Boy Scouts, Girl Scouts, high school clubs, etc. 	