

School Year

LEON SCHOOL VOLUNTEER PROGRAM

725 South Calhoun Street ***** Tallahassee, FL ***** 32301 ***** (850) 487-7800

RECORD OF VOLUNTEER HOURS

School/Program Served

FOR	FOR SCHOOL USE ONLY	
Vo	lunteer Approved on	
LCS Master Computer List?		

No

Yes

Volunteer's La	AST Name	FIRST Name Ph	one(s)		
Volunteer's Address		City/State	Zip		
Student's LAST Name		FIRST Name Te	acher/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 (Round out fractions of hours to decimals. Example: 1/4 hour = .25 1/2 hour = .50 & 3/4 hour = .75)		
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(Revised 07/15/13)

(Please continue recording your hours on the <u>BACK</u> of this form)

Total Hours for FRONT of Timesheet →

→ Special Note: All schools must collect TOTAL HOURS SERVED by every volunteer at the end of each Semester (December & May) and forward the school's total to the District School Volunteer Office. Please log your hours every time you are volunteering! Thank You!

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)
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→ THANK YOU

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 <u>not paid</u> 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:

Arts & Crafts Volunteers

Babysitting (so others may volunteer)

Book Fairs

Booster Organization Activities

Bus Duty

Candy/Cookie & Wrapping Paper Sales

Carnival & Festival events

Car Washes

Chaperones

Classroom Volunteers

Clinic Helpers

Computer Tutors

Community Organizations who sign-up to assist the school for a special event/project

DAC/SAC Representatives

Drama, Musicals & Theatre events

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 for Excellence activities

PTO/PTA Projects

Reading Volunteers

Resource Speakers

RSVP Volunteers (Retired Senior Volunteer Program)

School Sports Activities

Working at Home (on volunteer projects, making phone calls, e-mail, grading papers, typing, etc.

What **DOES NOT** Count as Volunteer Time?

- ✓ College Students who are assigned to work in a school to complete a class requirement.
- 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.