

RECORD OF VOLUNTEER HOURS

School Year _____

School/Program Served _____

FOR SCHOOL USE ONLY

Volunteer Approved on
LCS Master Computer List?

Yes

No

[illegible]

(Revised 07/15/13)

(Please continue recording your hours on the **BACK** 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)

→ **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 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:

Arts & Crafts Volunteers	Foster Grandparents
Babysitting (so others may volunteer)	Fund-raising Committees/Events
Book Fairs	Gardening/Landscaping Projects
Booster Organization Activities	Homeroom Representatives
Bus Duty	Judges for Academic Competitions
Candy/Cookie & Wrapping Paper Sales	Math Tutors
Carnival & Festival events	Mentors (work one-on-one weekly with students)
Car Washes	Office Helpers
Chaperones	Partners for Excellence activities
Classroom Volunteers	PTO/PTA Projects
Clinic Helpers	Reading Volunteers
Computer Tutors	Resource Speakers
Community Organizations who sign-up to assist the school for a special event/project	RSVP Volunteers (Retired Senior Volunteer Program)
DAC/SAC Representatives	School Sports Activities
Drama, Musicals & Theatre events	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.