



Salvation Christian Academy | Parent Service Hours

The ministry of Salvation Christian Academy is deeply supported by the active involvement of our families. Each family is expected to contribute **a minimum of 20 service hours** during the school year in support of school projects, events, and general needs.

Each hour is valued at **\$20**, which means that if the 20 service hours are not completed by the end of the school year, the family will be charged **\$20 per uncompleted hour**, up to a total of **\$400**.

To fulfill your service hours:

- Please contact the school office to inform the office of your availability and to be assigned appropriate tasks or projects.
- Please pay close attention to communication from the school, including newsletters, emails, and classroom announcements—that will list specific volunteer opportunities, upcoming events, and areas where help is needed.
- You may also fulfill service hours by purchasing approved items for the classroom or school (e.g., classroom supplies, cups, or other needed supplies). These purchases must be pre-approved by the school office, and a receipt must be submitted for the purchase to count toward your service hour total. The value of the purchase will be converted into service hours at the rate of **\$20** per hour.
- Parents are responsible for logging their service hours at the office. A logbook is available at the school office, and parents must come in and record their hours in-person. All hours will be verified by the administration for approval.

Here are some options of how you can serve parent service hours:

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| <input type="checkbox"/> School Events (setup) | <input type="checkbox"/> School Events (cook/bake) |
| <input type="checkbox"/> Lunchroom | <input type="checkbox"/> Library |
| <input type="checkbox"/> Teacher Assistant | <input type="checkbox"/> Choir Assistance |
| <input type="checkbox"/> Office | <input type="checkbox"/> Purchasing Items for class |
| <input type="checkbox"/> Outside Work | <input type="checkbox"/> Coaching |
| <input type="checkbox"/> Bulletin Boards | <input type="checkbox"/> Field Trip Drivers |
| <input type="checkbox"/> Recess Supervision | <input type="checkbox"/> Field Day |