**PARENT VOLUNTEER HOURS REQUIREMENT ACKNOWLEDGEMENT**

We all know parental involvement is vital to student success. Here are a few guidelines to assist parents in ways they can earn volunteer hours:

Parent volunteer hours must be done for **West Shore only.** This can either be on campus or for a West Shore group/club activity that is off campus.

1. You may volunteer here on campus with a teacher/staff member or during an on campus function such as registration, a dance, sports game, powder puff, office help, etc.
2. You may volunteer off campus with the PTA, Project Graduation, field trips, a sports group, band, drama, Homecoming dance, middle school dances, Prom etc.
3. You may volunteer at Harbor City Elementary
4. Join the PTA!
5. You may turn in Box Tops for your required volunteer hours using the Box Tops APP ($1.00 = 1 volunteer hour). Maximum hours 10.

Please log your volunteer hours in the logbook located in the Attendance Office. Harbor City, PTA, coaches, and teachers that you volunteer for will not be updating your volunteer log so please keep track of the hours that you need to record. The required number of hours is 20 hours per year per family.

Emails will be sent out via FOCUS when we need volunteers. Volunteers then click the link to register through Sign Up Genius. Please make sure your email address is up to date in FOCUS and that you have selected to receive e-mail updates.

PTA and Project Graduation also send out opportunities for volunteers.

Please make sure you keep a record of all your hours and that you record your hours in the logbooks located in the Attendance Office.

Some examples of volunteer opportunities

PTA Meetings- 1 hour per meeting (2 hours if both parents attend)

PTA membership- 5 hours (covers the time spent reading emails and other communications)

PTA (volunteering to help at fundraisers, soliciting donations and sponsors, serve on a committee, etc)

PTA-Box Top APP ($1.00=1 hour. Maximum of 10 hours)

Project Graduation (volunteering to help at fundraisers, soliciting donations and sponsors, etc)

Helping at registration

Help sell tickets, shirts, etc during Power Hour for various events throughout the year

Help with Summer Camps (Band, Orchestra, Math, etc)

Chaperone field trips

Chaperone dances (Homecoming, Prom, Middle School)

Lost and found in Dec and May (launder clothes not picked up and transport to shelter)

Stamping and numbering textbooks

Volunteering at Harbor City Elementary Fall Festival

Volunteering at Harbor City Elementary

Volunteering for PTA Turkey Trot and BLINGO

Miscellaneous help for front office

Picking up items from various vendors

Help with different West Shore athletic/club team parent programs

Help with the drama program (sewing, chaperoning, ticket sales, etc)

Help with music program

Help with the choral program

Teacher Wish lists (can count time to shop and deliver to school)

Many of our volunteer opportunities are sent out to FOCUS parent e-mails for sign-up through Sign-Up Genius, so please make sure you have your updated e-mail address in FOCUS. Opportunities also get posted on our school webpage under Volunteer Opportunities on the home page.

**Please check back often or even the day of, as we do get cancellations!**

We are confident that the parents will be able to complete their hours with all the opportunities that arise. Have a great year and we look forward to seeing you at our events!