

GULF COAST CHRISTIAN SCHOOL

TIME SHEET

PARENTS, THE VOLUNTEER PROGRAM IS A SELF-REPORTING SYSTEM. You are responsible for keeping an accurate account of your own service hours and the timely submission of this Time Sheet after each completed assignment. Send the Top Copy to the Attention of Valerie Osment, Volunteer Coordinator at GCCS. Keep the yellow copy for your records.

PARENT SERVICE HOURS ARE CALCULATED FROM THE SHEETS ONLY. Please do the following in order for your parent hours to be properly recorded.

1. Submit your own Time Sheet after each completed assignment. **DO NOT PRESUME** that a Chairperson(s) will submit your Service Hours. There are few circumstances when a Chairperson(s) will submit Time Sheets for their volunteers. Follow-through is always recommended.
2. Volunteers in the HOSPITALITY CATEGORY should deliver food items to GCCS with their names securely and clearly identified on all food delivered. **AGAIN, DO NOT PRESUME** that this means your hours will be reported to the Volunteer Coordinator. **HOSPITALITY VOLUNTEERS MUST ALSO** complete a Time Sheet and submit their Service Hours to the Volunteer Coordinator indicating completion of an assignment. To receive Service Hours for any additional purchases that you may have been asked to make, please submit store receipts with your Time Sheets. Every \$15.00 = 1 Service Hour.

Additional Time Sheets are available in the Main School Office

Parent(s)/Guardian(s) Full Name: _____
Phone: () _____ Student Last Name (if different): _____
Event: _____ Date: _____

| Volunteer Name(s) or Food Items | Time - In | Time – Out | Total Hours |
|---------------------------------|-----------|------------|-------------|
| | | | |
| | | | |
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| | | | |

Volunteer Signature _____
Comments: _____

Please send top copy to Valerie Osment, Volunteer Coordinator, 6355 38th Avenue North, St. Petersburg, FL 33710

Please contact if you have any questions (727) 710-3489 or vosment@gccskids.org

White Copy – Volunteer Coordinator

Yellow Copy - Volunteer