Name: _____

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 (Please round out fractions of hours to decimals. For example: 1/4 hour = .25, 1/2 hour = .50, & 3/4 hour = .75)

Total Hours From Back	
Total Hours From Front	
Total Hours for Timesheet	

☛ ***THANKS*** **for Volunteering in Leon County Schools!**

❖ ❖ ❖

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 below.

Arts & Crafts Volunteers
Baby-sitting (so others may volunteer)
Bake Sales
Book Fairs
Booster Organization Activities
Bus Duty
Candy & Paper Sales
Carnivals
Car Washes
Chaperones
Classroom Volunteers
Clinic Helpers
College Students (FAMU, FSU, TCC)
Computer Tutors
DAC/SAC Representatives
Foster Grandparents
Fund-raising Efforts
Judges for Academic Competitions
Homeroom Mothers
Math or Reading Volunteers
Mentors & Tutors
Observation/Participation college students
Office Helpers
Partners for Excellence
PTO/PTA Projects
Resource Speakers
School Sports Activities
Working at home on volunteer projects (making phone calls, emailing, grading papers, typing, etc.)

Leon School Volunteers

LEON SCHOOL VOLUNTEER PROGRAM

3955 W. Pensacola St. ✦ Tallahassee, FL ✦ 32304 ✦ 487-4321

RECORD OF VOLUNTEER HOURS SERVED

Volunteer Form on File?	
Yes	No

Volunteer's Last Name, First Name Phone(s)

Volunteer's Address City/State Zip

Student's Last Name, First Name Teacher & Grade

Volunteer Hours Do Count! Schools are required to keep data on volunteer and 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 wish 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 (Please round out fractions of hours to decimals. For example: 1/4 hour = .25, 1/2 hour = .50, & 3/4 hour = .75)

LEON COUNTY SCHOOLS
(Revised 8/2006)

(Please continue recording your hours on the back of this sheet)

Total Hours For Front of Timesheet