



# Holy Trinity Catholic School

3716 Boyce Avenue • Los Angeles • California • 90039  
(323) 663 – 2064 • [www.holytrinityla.com](http://www.holytrinityla.com)

## Parent Service Hour Program

Dear Parents,

All families at Holy Trinity School are required to perform 36 hours of service to our school. Six (6) of those hours must be completed during the annual “Fall Festival Fundraiser.” Of the remaining 30 regular service hours, Ten (10) must be completed each trimester. Unserved hours will be billed at a rate of \$10/hour. Unserved Fall Festival Fundraiser hours will be billed at \$25/hour. Parents wishing to make a donation in kind in place of working service hours must have the donation pre-approved by the front office/principal. Donation receipts are credited at 1 hour for each \$10.

**Family Last Name:** \_\_\_\_\_

**Oldest Child Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_ **PTO Board Member** (Board members must attend all monthly meetings as well as subcommittee meetings. Our goal is to build community, strengthen all aspects of Holy Trinity School, and facilitate communication and involvement for all community members. In return – **Board members receive 30 hours service hour credit**)

\_\_\_\_\_ **Room Parent** (Room Parents work directly with teachers to assist with class parties, field trips, activities, and facilitate home-school communication. **Room parents are also asked to attend all monthly PTO meetings. Room parents receive 20 hours credit for their service after verified with teacher**)  
Grade you wish to serve: \_\_\_\_\_

\_\_\_\_\_ **Safeguard the Children Committee** (Members meet a minimum 4 times a year with the parish committee to focus on issues of safety for our children. **Committee members receive 10 hours of service hour credit**)

\_\_\_\_\_ **Coaching** for (please specify sport or extracurricular activity) \_\_\_\_\_  
If interested in this position you would be trained, fingerprinted, and in return would receive **30 service hours**.

\_\_\_\_\_ **Fall Festival Booth Captain** Members meet as needed beginning in January to plan for this annual major fundraiser. **Captains receive 10 hours of service hour credit plus their 6 mandatory TOTW hours**)

\_\_\_\_\_ **Marketing Committee** Members meet a minimum 4 times a year with the principal to focus on issues of marketing our school. Additionally, members are asked to take turns representing HTS at various Atwater Village committee meetings/events (1 per month – number of meetings depends on number of volunteers). Committee members will be asked to assist in planning marketing activities and distributing information. Committee members receive **30 hours of service hour credit**

\_\_\_\_\_ **Yard Duty** Parents/Grandparents who are able to assist with Yard Duty before and after school and/or at lunch time are greatly needed. Currently, due to staffing, our teachers are performing all of these yard duties. If interested in this position you would be trained, fingerprinted, and in return would receive service hours and or tuition assistance. Please note that this is a year-long commitment.

Tell us about your gifts, talents, and “connections” – your information will be placed in a database that will allow us to contact you when volunteer opportunities become available.

I am employed by or have a connection to the following company/industry: \_\_\_\_\_

I have the following talents/areas of expertise I am willing to share:

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|--|--|
| <input type="checkbox"/> Photography / Videography         | <input type="checkbox"/> Outreach / Requesting Donations |
| <input type="checkbox"/> Audio/Visual Technology           | <input type="checkbox"/> Make up / Face Painting         |
| <input type="checkbox"/> Electrician                       | <input type="checkbox"/> Scrapbooking                    |
| <input type="checkbox"/> Plumbing                          | <input type="checkbox"/> Data Entry                      |
| <input type="checkbox"/> Roofing                           | <input type="checkbox"/> Desktop Publishing              |
| <input type="checkbox"/> Carpentry                         | <input type="checkbox"/> Fundraising                     |
| <input type="checkbox"/> Painting                          | <input type="checkbox"/> Filing / Alphabetizing          |
| <input type="checkbox"/> Windows/Glass Refinishing         | <input type="checkbox"/> Classroom Assistance            |
| <input type="checkbox"/> Cleaning / Janitorial Work        | <input type="checkbox"/> Nurse / Medical Assistant       |
| <input type="checkbox"/> Flooring/Tile Installation/Repair | <input type="checkbox"/> Office Assistance               |
| <input type="checkbox"/> Parking / Traffic                 | <input type="checkbox"/> Photocopying                    |
| <input type="checkbox"/> Cooking / Baking                  | <input type="checkbox"/> Organization / Cleaning         |
| <input type="checkbox"/> Coaching (specify sport) _____    | <input type="checkbox"/> Fine Arts – Drama               |
| <input type="checkbox"/> Sewing                            | <input type="checkbox"/> Fine Arts - Dance               |
| <input type="checkbox"/> Marketing/PR                      | <input type="checkbox"/> Finance/Accounting              |
| <input type="checkbox"/> Gardening/Landscaping             | <input type="checkbox"/> Teaching                        |
| <input type="checkbox"/> Floral/Decorating                 | <input type="checkbox"/> Decorating for Events           |
| <input type="checkbox"/> Music – Vocalist                  | <input type="checkbox"/> Music – Instrumentalist         |
| <input type="checkbox"/> Website design                    | <input type="checkbox"/> Telephone / Text / Email Blasts |
|  | <input type="checkbox"/> Facebook /Twitter Posting       |

Other: \_\_\_\_\_

Are there other ways that you would like to be involved and help the school? \_\_\_\_\_

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