

# VOLUNTEER HOURS TRACKING FORM

## 2025-2026 School Year



Student(s) Last Name: \_\_\_\_\_ 2025-2026 School Year

### HOW TO USE THIS FORM:

In accordance with the Enrollment Contract / Terms and Conditions / Financial Obligations: Each family must complete 12 volunteer hours each school year or be charged through Tuition Express a maximum of \$300 (\$25/ per incomplete volunteer hour). Obligations are per family not per student; 1 family with 3 kids only needs to complete 12 hours total.

This form is intended to help you track completed volunteer hours. Every time you do volunteer work for the school you must bring and present this sheet to a staff member working the event or a F.A.N. Representative to sign off on your volunteer time. **IF YOU LOSE YOUR FORM YOU WILL NEED TO GET A NEW FORM AND REDO YOUR VOLUNTEER HOURS.** No backdating of events will be permitted.

For accounting purposes forms are **DUE FRIDAY MAY 8, 2026.** Bring your completed forms to the Front Desk at either campus before the due date. Charges will be added to your account based on completed volunteer hours. Incomplete forms will result in being charged the difference, and missing forms will result in being charged the full \$300 through Tuition Express.

Hour 1 • Signature \$25	Hour 5 • Signature \$25	Hour 9 • Signature \$25
Hour 2 • Signature \$25	Hour 6 • Signature \$25	Hour 10 • Signature \$25
Hour 3 • Signature \$25	Hour 7 • Signature \$25	Hour 11 • Signature \$25
Hour 3 • Signature \$25	Hour 8 • Signature \$25	Hour 12 • Signature \$25

Any questions or concerns, please contact us at [fan@themsr.net](mailto:fan@themsr.net)

### THE MONTESSORI SCHOOL • FAMILY AMBASSADOR NETWORK

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