

MCP Parent Service Hours Record

Thank you for your service to MCP. Parent Service is considered a vital part of tuition. It is an important aspect of supporting MCP and helping control financial expenses. Please report all hours of service to MCP, including those in excess of 15. You are encouraged to submit your hours monthly.

Parent's Name: _____ Phone _____

Student's Name: _____ Grade _____

All parent service hours need to be submitted in writing by individual parents. Regarding refreshments: If parents choose to count a donation of refreshments as parents service hours, the Board of Regents has set the policy that \$25.00 (Receipt Required) value equals one service hour. For cookies, 4 dozen homemade, or 8 dozen store-bought = 1 service hr.

DATE	PROJECT/EVENT	YOUR RESPONSIBILITY	PERSON IN CHARGE <small>Signature not required. Just list name.</small>	# OF HOURS	TOTAL	Approved	Declined

By May 1, a minimum of 15 hours needs to be submitted or paid. Complete hours are to be submitted on this form, hours still to be completed on the pre-approval form. **Hours submitted or paid after May 1st, will be assessed a \$30 Late Fee.**
Receipt required for all purchases. Prior approval required.