

Please attach
receipts here
(if applicable)

Service Hour Tracking Form



Please complete this form when turning in service hours for anything other than time served at an event. Complete all sections that are relevant and attach necessary documentation like receipts or the time tracking sheet. This should be turned in to Parent Advisory mailbox in the main office.

NAME: _____

STUDENT'S NAME: _____

DATE THAT ITEM/MONEY WAS TURNED IN: _____

Items Purchased—For these items you MUST attach a receipt.

\$10 = 1 service hour

Donation of Party Item for classroom or school-wide party (per request of teacher/school)

Donation of a Wal Mart Gift Card (please note the value (dollar amount) of gift card purchased)

Basket Donation—For individual items or a basket that you have purchased items for and constructed.

Lottery Tickets -- Please note the value (dollar amount) of tickets purchased

Other Event Items -- decorations, wrapping supplies, etc.

Cash -- please note the amount and what the money is designated for. Include receipt with this form.

Description:

Solicitations—Please fill out the **TIME TRACKING FORM** with the details of the businesses that were visited and drive time spent. Please denote if you received a donation/sponsorship. For each donation received please fill out THE RICH CENTER FOR AUTISM DONATION FORM.

For office use only
Date received:
By:
Check #: