



SERVICE HOUR ELIGIBILITY

Event	Allowed Hours	Notes
8th Grade Coke Sales	1 Hour for every \$10 Donated Value - MAXIMUM of 3 Hours	For the purchase of product to be sold by the 8th grade class on designated days.
Advisory Council	Actual Time	
Advisory Council Committee	Actual Time	
Cafeteria Helper	Actual Time	To assist during students' lunch periods contact Lisa Griffith at lgriffith@hfcsfw.org.
Class sponsored faculty/staff lunch	1 Hour for every \$10 Donated Value - MAXIMUM of 3 Hours	
Classroom Party Donation	1 Hour for every \$10 Donated Value - MAXIMUM of 3 Hours	Applies only to Christmas and Valentine's classroom parties and Fiesta Day activities.
Dads' Club	Actual Time	Includes attending meetings and assisting with the annual golf tournament.
Faith Formation	NOT ELIGIBLE	Sunday classes sponsored by Holy Family Church.
Fall Festival - Donations	1 Hour for every \$10 Donated Value - MAXIMUM of 3 Hours	Bingo Prize, Cake/Book Walk Donations
Fall Festival - Volunteer	Actual Time	
Field Trip - Chaperone	Actual Time	
Field Trip - Driver	Twice the Actual Time	For example, a field trip is from 9am to 12 pm for a total of 3 hours. As a driver, you may claim a total of 6 hours.
Helping Hands	Actual Time	This is a teacher defined project that may require completion at school or may be done at home.
Home and School Association	Actual Time	
Item Donations	NOT ELIGIBLE	Drives for charitable activities (e.g., Street Outreach, House of Hope, Refugee, etc.)
Library Assistance	Actual Time	This includes general library assistance, working the book fair and performing the year-end inventory count. To assist in the library contact Mary Salerno at msalerno@hfcsfw.org.
Monetary Donations	NOT ELIGIBLE	North Texas Giving Day, #iGiveCatholic, Annual Appeal, Pot O'Gold, Angel Tree Projects, drives for the homeless or other charitable activities, etc.
Open House	Actual Time	This includes assistance with mailers, hospitality coordination, conducting tours and/or manning an information booth.
Pot O'Gold - Donation	1 Hour for every \$10 Donated Value - MAXIMUM of 6 Hours	Wine pull, silent/live auction item, Buy-It-Now donations.
Pot O'Gold - Volunteer	Actual Time	
Room Parent	Actual Time	
Running Club	Actual Time	
Sports - Coach/Assistant Coach	Actual Time	
Sports - Game Scorekeeper	Actual Time	
Sports - Gate (Entry Fee Booth)	Actual Time	
Teacher Appreciation Week - Donations	1 Hour for every \$10 Donated Value - MAXIMUM of 3 Hours	
Teacher Appreciation Week - Volunteer	Actual Time	
VIRTUS (Safe Environment) Training	NOT ELIGIBLE	

All service hours must be logged in FACTS.

For questions contact Tracy Head, Business Manager, at busmgr@hfcsfw.org.