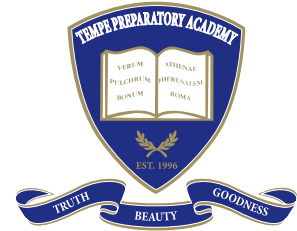




TEMPE PREPARATORY ACADEMY

# TEMPE PREPARATORY ACADEMIES

CEEB/ACT Code: 030444  
[www.temprep.org](http://www.temprep.org)



TEMPE PREPARATORY JUNIOR ACADEMY

## Tempe Preparatory Academy Parent Service Log Instructions

### Parent Service Log Instructions

- All parents are encouraged to engage in service to the school. Additionally, parents of new 2008-2009 students have committed to engaging in no less than 10 hours of parent service to the school annually. A list of suggested service opportunities is attached.
- Each family has one log sheet, regardless of the number of students
- Log sheets are in alphabetical order by family name
- When you have completed a service activity, find the log sheet for your family and record:
  - Date of the service activity;
  - Name of the parent/guardian volunteer that performed the service;
  - Service performed (i.e. served hot lunch; helped with office filing; ran scoreboard at basketball game, etc.)
  - Time served (to the nearest half-hour)
- This is an honor system. Hours recorded will be credited absent extraordinary circumstance.
- A parent-volunteer will periodically enter the time from the log sheets into a service hours database.
- Parents are responsible for ensuring that the service hours recorded in the notebook are complete and accurate.
- If you have questions, please contact Parent Volunteer Service Coordinator Sara Begley at [SMBegley@cox.net](mailto:SMBegley@cox.net) or at 480-821-9776.

### More Information about Parent Service

Parent service hours may be earned by providing assistance to the school in needed areas. Unless otherwise noted, service is credited on an hourly basis. Needed areas include, but are not limited to the following,

- Active involvement in the parent organization and/or committees.
  - Parents serving as Parent Organization officers, committee coordinators and class liaisons are deemed to have satisfied the service requirement upon acceptance of appointment.
  - Other creditable service may include serving hot lunch, recognizing a teacher's birthday, working a shift at the Renaissance Fair, or assisting any of the other Parent Organization committees. A complete list of the Parent Organization committees and contact information is available on the website.
- Active participation on school committees such as the building committee, the fund-raising committee, the public affairs committee and others.
- After school tutoring of students (all subject areas)
- Fine Arts support (Handing out programs, graphic design of program, set design, video taping rehearsals and performances)
- School Dance planning, decorating and clean up
- Athletic Field Day
- Academic Field Day
- Periodic Front office assistance
  - Various office tasks, including copying, filing, collating
  - Text book distribution and return

- Extracurricular activities
  - Parents serving as unpaid coaches, assistant coaches or team leaders are deemed to have satisfied the service requirement upon acceptance of appointment.
  - Other creditable extracurricular support may include serving as a designated volunteer coordinator for a team, running scoreboard and/or clock, keeping team statistics and performing other functions essential to the competition or event.
    - Although strongly encouraged, driving students to/from a competition or event and fund-raising for a particular team or activity are not creditable to the parent service requirement.
- Parents serving on the Board of Directors and parents employed as faculty and staff are deemed to have satisfied the service requirement.
- Assistance in maintaining our facilities (all purchased items must be pre-approved by the headmaster and within the desired standards of school equipment/furnishings)
- Tasks in this area vary greatly but could include the following:
  - Summer re-painting of classrooms
  - Providing professional carpet cleaning
  - Window washing
  - Landscape refreshing (new gravel/rock), pots with flowers, professional tree trimming, etc.
  - Repair work throughout campus
  - Floor stripping and re-waxing
  - Building of shelving and other needed furnishings
- Service hours may be performed by parents (including step parents and legal guardians) and grandparents.

#### Financial Options for Parent Service Hours

For those who are unable to devote 10 parent service hours, it is possible for the 10 hours to be exchanged for financial contributions to the school. Financial contributions will be valued at \$100 per credited parent service hour. All checks should be made payable to Tempe Preparatory Academy Foundation. Tax Credit donations are given ½ value meaning a \$400 donation is worth 2 parent service hours since it is a credit vs. a donation via the tax return process.

#### Recording Parent Service Hours

Parents will record hours served in a notebook located in the office. Instructions are found at the front of the notebook. Alternatively, service hours may be recorded by completing and transmitting a "Service Hours Reporting Form" on the website under the heading "Donate to TPA" ; a parent volunteer will enter the hours from the reporting form into the notebook This is an honor system, and hours reported will be credited absent extraordinary circumstance. Parents are responsible for ensuring that the service hours recorded in the notebook are complete and accurate.

Service opportunities will be announced in the monthly Community Newsletter and on the website under "Donate to TPA". Parents are encouraged to check the parent board (just outside the office) and the website to review current school needs. Any assistance provided directly at the campus must be pre-arranged with the front office.

Failure to serve the 10 parent service hours will result in loss of continuing enrollment in Tempe Preparatory Academy and/or Tempe Preparatory Junior Academy. If extenuating circumstances arise, it is critical to review these with the headmaster immediately. Extenuating circumstances would include challenges such as a life threatening illness or debilitating condition that would prevent one from fulfilling their agreement. Single parenting, transportation, etc. are not generally reasons that are acceptable as failure to complete this commitment.

Parents will be notified in December if they have not fulfilled their parent service hours. Parents will receive notifications by March 30th if their enrollment has been forfeited due to failure to complete their parent service hours.