



**ÉCOLE NOTRE DAME DE FATIMA  
OUR LADY OF FATIMA SCHOOL**

315 Walker Street  
Coquitlam, BC V5K 4C7  
604 936-4228

**Parent Participation Program**

Annual commitment is 30 hours or \$600 per year

**Log Hours Form**

- **All service hours MUST BE completed, approved and submitted to the school office by May 30<sup>th</sup> of the school year**
- By the end of December of the school year, you must accumulate at least 15 service hours
- Approved hours submitted on or after June 1<sup>st</sup> will be recorded towards next school year of service
- All hours submitted must be for an approved school related function
- Date of service, hours worked, function and description of the service must be clearly recorded and approved by the respective Coordinator of the function
- Unapproved hours will not be counted towards the Parent Participation Program
- Please refer to the school handbook for more information

Instructions:

1. Print this form, complete clearly, sign and date it.
2. Submit the completed form to the Function Coordinator for their approval and signature.
3. Hand in the approved and signed copy to the school office for recording.
4. Please keep track of your hours submitted for any discrepancies.

Family Name:		First Name:	
Oldest Child		OLF Grade:	
Email:		Home Phone:	
Function:			
Description of the Service:			
Hours worked:		Date:	
Participant Signature & date:			

Function Coordinator Name:	
<i>I have confirmed that this family has worked at the above function and should be credited with service for the above hours.</i>	
Function Coordinator signature & date	
Recorded By / Date:	

If you have additional questions, please send an email to:

[ParentParticipation@fatimaschool.ca](mailto:ParentParticipation@fatimaschool.ca)