



Natomas Charter School Performing & Fine Arts Academy

PARENT PARTICIPATION RECORD

*** ALL information must be **complete & legible** ***

Please make a **COPY** for your records **PRIOR** to submitting.

Have a Question? Check ncsp4a.org - Frequently Asked Questions

Date Submitted: ____/____/20____

Parent / Guardian name: _____
 (As listed in p4a.ptomanager.com) Please **print clearly**

Student Legal Name(s): _____ Grade(s): _____

Phone # _____
 (daytime) _____ (evening)

----- PLEASE CHECK BOX INDICATING ACTIVITY HOURS ARE BEING SUBMITTED -----

Department: Dance Drama Instrumental Music Visual Arts Vocal

School: Dance Field Trip Classroom Support Donation to Teacher Chaperone

P4A Fundraiser: BBQ/Showcase Macys Day Crab Feed Class Chairperson
 Other _____

Ongoing Event: Landscape Beautification BenVenuti Concessions Performances Support
P4A Hospitality Committee/Donations On-Campus Support Classroom Support

Monetary / Gift Card Donations: You **MUST specify** which organization you wish to donate your funds to:

Natomas Charter School Parents for the Arts (P4A) Teacher Specified Below

Please list specific event / activity Do NOT list meetings attended with sign in sheet(s)		Hours will ONLY be approved with Staff / Chair Signature	
Activity / Donation Description	Date	Hour(s) Earned	Staff/Chair Signature
Total Hours Submitted:			

✂---Keep for your records for monetary and gift card donations ----✂ Please retain for your records ----✂
 (See page 2 for monetary and gift card donation requirements)

Thank you for your generous donation to Natomas Charter School / Parents 4 the Arts.
 This is your donation receipt; please keep for your tax records.

I have made a \$_____monetary / gift card donation to Natomas Charter School / Parents for the Arts
 on ____/____/20____ received by: _____.
*Donations made to a Public Charity may be considered a donation on your state and federal tax return.
 Please consult with your tax professional for further information.*

All hours for meetings, activities, functions, events, dances, landscape beautification, etc. are to be recorded on your Parent Participation Record. **For your hours to be recorded**, you must be **registered and annually update your account** on the Parent Hours at PTO Manager. To avoid miscalculations, **multiple household** students must be registered utilizing only **one** account. To register or complete your annual update: Please **GO TO ncsp4a.org** & click on the Link **Parent Hours at PTO Manager**. For further details: please refer to the **Step-by-step Instructions for p4a.ptomanager.com** at ncsp4a.org under forms and documents.

Your contact for questions about parent hours is listed below using your **Student's Last Name**.
Your Parent Hours Committee Chair is Theresa Pittman @ treztp@yahoo.com.

- STUDENT'S Last Name A-E** contact aepfaaparenthours@yahoo.com
- STUDENT'S Last Name F-J** contact fjpfaparenthours@yahoo.com
- STUDENT'S Last Name K-O** contact kopfaparenthours@yahoo.com
- STUDENT'S Last Name P-S** contact pspfaparenthours@yahoo.com
- STUDENT'S Last Name T-Z** contact tzpfaparenthours@yahoo.com

SAMPLE LIST OF APPROVED ACTIVITIES

- Homemade food items (properly labeled) determined by & at discretion of coordinator in charge. Generally 2 hours/batch (batch = 48 cookies, 24 brownies, etc.)
- Monetary/Supplies/Gift Card - Receipt **MUST** be attached One volunteer hour is earned for each \$15 spent up to your first 10 volunteer hours; one volunteer hour for each \$30 spent up to 20 volunteer hours made using monetary donation(s); the final 10 volunteer hours must be in a form other than monetary donation.
- Driving for field trips/after school activities Driving time
- Chaperoning field trips/after school activities Time worked
- At home/on campus work for teachers/staff Time worked
- Theater help/supervision Time worked
- On-site campus support Time worked
- Fundraising when providing direct support of fundraiser ... Time worked
(Volunteer hours are NOT earned during the sale or distribution of fundraising items.)
- Telephoning Time worked

CREDIT NOT GIVEN FOR:

- Homemade food items not properly labeled with donor name
- Donating homemade food items that were not requested
- Inedible/unappetizing homemade food items donated for sale/ consumption (i.e., burned cookies)
- Attending events, but not providing assistance as committed (socializing rather than working)
- Attendance at school programs (open house, back-to-school night)
- Class observance/student shadowing
- Car pooling to/from school; travel to/from events

You still have questions? Check Frequently Asked Questions at ncsp4a.org

PLEASE NOTE: THE FIRST 15 PARENT HOURS MUST BE COMPLETED BY JANUARY 13, 2012.

ALL HOURS MUST BE COMPLETED BY MAY 18, 2012.

Please continue to report your participation even after you achieve 30 volunteer hours!