



# H.I.S. CLUB GUIDELINES

- Use only CURRENT year HIS forms to record hours worked and please obtain all appropriate signatures/approvals prior to submission to the Business Office.
- Time worked will be ROUNDED to the nearest 15 minute INCREMENT.
- To be considered a Single Parent, the student's household must have only one resident adult.
- To be considered a Deployed Parent, one parent must be deployed out of the local area for 5 or more months of the school year.
- Students may NOT earn hours for parents.
- Money spent while working on projects cannot be converted to hours.
- Hours must be submitted after the completion of 20 hours to receive credit.
- It is the parent's responsibility to contact VCS staff, teachers, and/or department offices for work projects. Vacaville Christian Schools is not responsible for contacting parents with projects. However, work days and special project notices are sometimes sent home, or listed in the newsletters.
- All parents must submit their own HIS form(s) with the appropriate signatures. Please retain a copy for your records.
- Vacaville Christian Schools makes the final decisions as to which projects are credited for work hours.
- Work hours are not transferrable.
- Work hours cannot be credited for attending, or participating in school functions in which your child is involved, such as cooking treats, attending parties, concerts, etc., unless you were specifically assigned to work on the set-up, clean-up, planning, or preparation for the event. The time you actually attend the event does not count.
- Work hours cannot be credited for your individual time in supporting fund-raisers. However, helping to count money, tabulating results, distributing the order to the school, making posters and flyers, obtaining prizes for the school, and other pre-approved work related to the fund-raiser can count toward the requirement.