



Your account will be billed \$25 per incomplete hours in June 2026. A \$75 late fee will be charged for all forms turned in after May 15, 2026.

☐ 20 hours required of ALL families

☐ 10 hours required if single/ deployed parent

Business Office Use Only:
Date Rec'd: _____ Staff Initial: _____
Recorded: _____ Parent Copy: _____
Fee Removed From Billing: _____

H.I.S. Club Guidelines

- Completed HIS hours must be **submitted to the Business Office (Building 1) prior to the annual deadline**. Each family is required to complete **20 hours** per school year of volunteer hours supporting VCS (10 hours for Single Parent or Deployed Parent families).
 - 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.
- The HIS service hour **due date** is listed at the top/front of this form each year.
- Refer to the handbook for fees related to incomplete HIS hours.
- 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**.
- Grandparents may substitute their voluntary hours when parent's work schedule prevents them from meeting their required HIS hours.
- Adult siblings may not earn hours for their parents.
- 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 School is not responsible for contacting parents with projects. However, work days and special project notices are sometimes sent home or listed in newsletters. Visit the Get Involved section of our website for available projects.
- All parents must submit their own HIS form(s) with the appropriate signatures. Please retain a copy for your records.
- Vacaville Christian School makes the final decisions as to which projects are credited for work hours.
- Work hours are not transferrable.
- Work hours **cannot roll over to the following school year**.
- Work hours cannot be credited for attending or participating in school functions in which your child is involved, such as baking 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.
- One form is used for families Preschool through 12th Grade.