



# HEARTS IN SERVICE (H.I.S CLUB)

## PARENT SERVICE HOURS INFORMATION

### **FAMILY GUIDE TO H.I.S. VOLUNTEER HOURS**

Each family partners with VCS by contributing 20 volunteer hours per school year. (10 hours for Single Parent or Deployed Parent families).

- Single Parent: Only one resident adult in the student's household.
- Deployed Parent: One parent deployed out of the local area for 5+ months during the school year.

#### Submission:

Completed HIS hours must be turned in to the Business Office (Building 1) before the annual deadline listed on the [HIS Hour Form](#).

Use current-year HIS forms only, and ensure all signatures and approvals are obtained before submission. Hours are rounded to the nearest 15 minutes.

#### Additional Guidelines:

- Grandparents may volunteer on behalf of parents.
- Adult siblings or students may not earn hours for parents.
- Money spent on projects cannot be converted to hours.
- Submit hours only after completing 20 total.
- Parents must contact staff or departments directly for projects. Visit the Get Involved section of the website for opportunities.
- Each parent must submit their own signed HIS form and keep a copy.
- VCS has final approval on credited projects.
- Hours are not transferable and do not roll over to the next school year.

#### Credit Limitations:

- Attending events (concerts, parties, games, etc.) does not qualify unless you were assigned to set up, clean up, or plan the event.
- Fundraiser participation (baking, selling, etc.) does not qualify, but pre-approved support such as organizing, counting funds, or making materials may qualify.

One HIS form may be used for families with students from Preschool–12th Grade.