

**PTL COPY
GRACE LUTHERAN SCHOOL
PARENT TEACHER LEAGUE
MANDATORY HOURS COMMITMENT FORM**

The purpose of this form is to record your mandatory hours completed each quarter of the school year.
Each Form (A, B, C, D) **MUST** be turned in at the end of each quarter on the date noted.
Form D will be submitted late May 2015 (prior to school yearend).

Enter your completed hours in the space provided – submit the form to the office. Retain a copy for your records.

Hours may be completed for ANY faculty/staff member, and may be done at home or in school.

******* HOURS NOT COMPLETED / SUBMITTED WILL BE BILLED @ \$10.00 PER UNCOMPLETED HOUR *******

If you have any questions, please contact John Kilcullen at 650-638-1648.

COMPLETION OF FORM IS REQUIRED

FORM A	Due November 1, 2014
FORM B	Due January 23, 2015
FORM C	Due March 27, 2015
FORM D	Due May 29, 2015

Family Name _____

Oldest Child's Name _____ and Grade _____

Date	Event or Activity	HOURS
Nov. 1, 2014	PTL Work Day (9-12noon)	
Nov. 9, 2014	Family Day – Pre-K thru 8 th Grade Enrollment Open House (Noon -2pm)	
Nov. 18, 2014	PTL Meeting (1 Hr)	
Dec. 9, 2014	Pre-K & Kindergarten Information Night Pre-K thru 8 th Grade Open House (6-8pm)	
Jan. 13, 2015	PTL Meeting (1 Hr)	
Jan. 20, 2015	Pre-K & Kindergarten Information Night Pre-K thru 8 th Grade Open House (6-8pm)	
TOTAL HOURS >>>>>>>		HRS
DUE JANUARY 23, 2015		Quarterly Goal 7.5 hours Annual Goal 30.0 hours (15.0 Hours Single Parents)