

Service Hours Info and How to Record

**For the ease of use for our families and office staff,
we will be returning to RenWeb for the entry of service hours by our families.**

1. Thirty (30) service hours are required from each CCCS family each school year. (You will be billed for any uncompleted service hours at the end of the school year) These service hours are credited when you provide volunteer work for CCCS by helping on school workdays, helping at school-wide functions, baking or shopping for school-wide events, driving for field trips and athletic games, and many other opportunities that benefit the whole school throughout the school year. Please watch the weekly school announcements, check in with teachers, or follow up with the front office for opportunities.
2. As you perform your service hours, log them on RenWeb.
 - a. Log in to RenWeb (as described on the other side).
 - b. Click the **Family** bar on the left.
 - c. Click on the adult family member performing the hours (top middle of screen).
 - d. Click on **Add** in the Service Hours section.
 - Enter the Date.
 - Enter the number of hours served.
 - Choose a description. If not listed, choose **other**
 - Enter a brief description in the **Notes** section, if applicable.
 - Enter the staff/faculty overseeing the activity in the **Verified By** section.
 - * These will be reviewed monthly with our staff/faculty
 - e. Click **Save**.
2. Service Hours are reviewed by the finance office on **June 6**:
 - a. If you perform and log all 30 hours by **June 6**, you have cleared your Family Service Hours Requirement for the 2024-2025 school year.
 - b. If you have not met the requirement of 30 service hours by June 6, you will be charged a **Service Hour Fee** on your FACTS statement for the unmet hours at a rate of \$15/per hour, up to the \$450 fee.
 - c. Any service hours that are earned from June 7 on or through the summer months will be applied to the following school year.