# Logging Partnership Hours

1. To log your Parent Partnership Hours, log into the [Family Login](#) Portal and enter your User Name (usually your email address) and your Password.

2. Select Family Volunteer Hours from the list

**Family Zone**
Home
Password Change
Student Directory
Family Information
Student Information
Contact Information
Pay Fees
Payment History
Family Subscriptions
Bus Subscriptions
Your Directory Info
Field Trips
Ordered Tickets
Family Volunteer Hours
Consignment Store
Your Consignment Items
Terms of Use
Last Accepted: 01/03/2021
Direct Deposit
Logout
Privacy Policy
Refund policy

3. Fill in your volunteer information

**Current Volunteer Hours**
**NO VOLUNTEER HOURS ON FILE**

Volunteer Date : Day : 25 Month : March Year : 2021
Activity : CHOOSE *
Hours : CHOOSE *
Campus : CHOOSE *
Create/Add

4. Update the DATE the Parent Partnership activity was performed

5. From the Activity dropdown menu, select the type of Partnership activity you did

Classroom Assistance
Coaching
Guest Presenter
Community Service
Extracurricular Activities
Field Trip
Fundraising
Graduation
Guest Presenter
Hot Lunch
Library / Book Fair
Maintenance
Office Assistance
Memory Books
On Line Auction
School Council or Board Attendance & Business
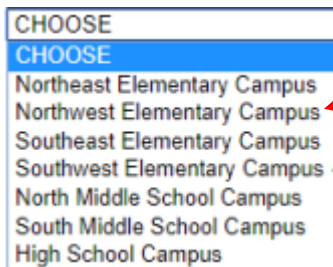Special Events
Supervision
Teacher Appreciation
Work at Home

*Examples of activities you would select:*

- *Classroom assistance – Room parent activities, providing assistance to the teachers, photocopying, reading with students*
- *Field trip – attending an in-school or out-of-school field trip*
- *Library / Book fair – Helping in the library with shelving of books, book maintenance, etc. Working at the book fair*
- *Office Assistance – Helping with picture day, organizing, photocopying, activities requested by administration to assist with*
- *Memory books – creating or maintaining classroom memory books*
- *School Council or Board Attendance & Business – any School Council Meetings or activities*
- *Special Events – Activities generally held outside of school hours such as School Council events (BBQ, Movie Night, etc), Family Dance, Drum Fit, Spring Concert, Learning Conferences*
- *Teacher Appreciation – Cooking, delivering of teacher appreciation meals*
- *Work at home – Cutting, filing, glueing, pencil sharpening, etc. of work that is sent home by the teachers or administration*

6. Enter the number of hours you were volunteering (Please Note: each parent or guardian is eligible for these hours)

7. Select the campus that the Parent Partnership activity was performed at



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CHOOSE
CHOOSE
Northeast Elementary Campus
Northwest Elementary Campus
Southeast Elementary Campus
Southwest Elementary Campus
North Middle School Campus
South Middle School Campus
High School Campus
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8. Then click Create/Save

When your time has successfully been added, you will get a prompt and will see your hours appear in the chart