

**2016-2017 Parent Activity Confirmation Form**

Dear Parent:

St. Joe depends on the generosity of our parents with their time, talent and resources. Thank you for your commitment to your student and our school.

In order to receive credit for your volunteer activities, please complete the following information below – **one form per activity (unless noted otherwise)** – and have the authorized chairperson of that activity sign the form. As soon as you have completed your second activity, please bring both forms to the Advancement Office. We will sign and authorize Finance to issue you a \$200.00 credit to your student account.

In order to expedite this process and receive your credit, it is the parent's responsibility to complete the form, obtain signatures and turn into the Finance Office. We require that you complete this no later than **April 3, 2017**, however do not wait until April 3 to submit your paperwork so that your credit can be processed as soon as possible. Please bring your forms to the Advancement Office as soon as you have completed your volunteer commitment. **Please note we are not able to accept completed forms from students.**

If you need additional forms, you may obtain one from the Advancement Office or print one from the SJA website at [www.sja.us/parents](http://www.sja.us/parents). For questions, please contact the Advancement Office at 956-542-3581, ext. 330. Thank you.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent (Please Print): \_\_\_\_\_

Student's Name: \_\_\_\_\_

Activity Completed: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Signature of Authorized Activity Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Advancement Office: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department: \_\_\_\_\_ Date Received: \_\_\_\_\_

Notes: \_\_\_\_\_

*(Please document if there are two activities recorded on this form.)*

We appreciate your commitment of volunteerism to Saint Joseph Academy.