

# SHS-PTSA Volunteer Form

Sherwood High School's PTSA would like to ask volunteers to keep a log of the hours worked for the various committees, social events, sports events, school events, etc. **Volunteer hours not only include time volunteered in the school, but hours spent at home doing work for the school or PTSA.** This would include everything from baking food for school events, making phone calls, doing projects for a teacher or staff member, time purchasing materials for school or sports events, etc., etc. Keeping a record of your hours allows us to report to MCPS the level of parent involvement at SHS.

Please download this form and record your volunteer hours. It is suggested that you save the form on your computer and fill it in as needed. Or, you can print out additional forms available on the PTSA website: [www.sherwoodptsa.org](http://www.sherwoodptsa.org). At the end of each semester the volunteer coordinator will ask for a collection of hours and forms, all you need to do is complete it and send it email to the chairman.

We are trying to make it as simple as possible to record your service. One form will be used for each person, rather one for every committee you may serve on. Just fill in the dates you've worked, the committee and/or work you did, and the hours spent doing it. (The first line is an example of how to record your hours.)

**COMING SOON:** We are working on a database collection page to go on the PTSA website. You will be able to enter your volunteer hours as you do them, eliminating the need for paper collections. It will enable us to have an ongoing collection of data which can be compiled at the end of the year for our annual report to the MCPS.

**But in the meantime:**

**Please email the completed forms – when requested - to:**  
[hughesfam5@verizon.net](mailto:hughesfam5@verizon.net) with “SHS Volunteer form” in the subject line

**Or mail to: Debbie Hughes, 3740 Briars Road, Olney, MD 20832**

