Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KEY CLUB HOUR LOG

Grade: \_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Event | Date | # of Hours | Chair Signature |
|  |  |  |  |
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|  |  |  |  |

* You must get 2 hours per month (16 hours by end of year)
* Hours do not carry over, but you can make up past months’ missing hours
* You must get the event chair’s signature AT THE EVENT
* You may only “purchase” 4 hours
* Pop Tab form must be filled out and returned to Maddie to receive signature
* Teacher Helper forms must be filled out and returned at the next meeting to receive credit for help/for Maddie to sign-off
* Hour logs MUST be turned in at final meeting
* Email Sophia and Kelly with any hour-related questions at [sophiawengg2@gmail.com](mailto:sophiawengg2@gmail.com) and zhangk2003@yahoo.com

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POP TAB FORM

Grade: \_\_\_\_\_\_

Date turned in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of bags: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Bag must be sandwich size and at least 75% full or hour credit will not be given
* Bag must be labeled with name and date turned in
* 1 hour given per bag

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POP TAB FORM

Grade: \_\_\_\_\_\_

Date turned in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of bags: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Bag must be sandwich size and at least 75% full or hour credit will not be given
* Bag must be labeled with name and date turned in
* 1 hour given per bag

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER HELPER FORM

Grade: \_\_\_\_\_\_\_\_\_

Name of teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task(s) done: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* This form must be turned in at the meeting that follows the day of assistance
* No more than 8 hours may be credited from teacher helping (but feel free to continue to help past this number! The teachers appreciate it ☺)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER HELPER FORM

Grade: \_\_\_\_\_\_\_\_\_

Name of teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task(s) done: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* This form must be turned in at the meeting that follows the day of assistance
* No more than 8 hours may be credited from teacher helping (but feel free to continue to help past this number! The teachers appreciate it ☺)