



## SERVICE BLOCK COMPLETION REPORT

Family to be credited: \_\_\_\_\_  
Print Last Print First

Oldest Student in the Family: \_\_\_\_\_  
Print Last Print First

Volunteer's Name: \_\_\_\_\_  
Print Last Print First

Date of Service	# of hours	Service or Goods Provided*	Check if this is for the Auction+	Signature of Program Coordinator (REQUIRED)

+ Auction Guideline: We suggest that a minimum of ten percent (3 hours of service or \$50 in donated goods) of the Service Block for each family be in support of the Annual Auction. To donate auction goods please contact Loretta Lehman, Auction Chair, for details at [auction@pcschoools.org](mailto:auction@pcschoools.org).

I verify that I have completed the hours or donated the goods indicated and would like the hours/goods credited to the family listed above.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PCS families with students in grades K – 12 are required annually to:

- Complete 30 volunteer hours, or
- Donate goods from an approved list, or
- Pay a Service Block Fee of \$495

\*Contact your campus office for a list of needed goods:

Elementary: [cindy.mcelmurry@pcschoools.org](mailto:cindy.mcelmurry@pcschoools.org) 503.256.5455 x303

Jr/Sr HS: [melanie.zallee@pcschoools.org](mailto:melanie.zallee@pcschoools.org) 503.256.3960 x263

If you prefer to pay the fee, contact: [lisa.helgerson@pcschoools.org](mailto:lisa.helgerson@pcschoools.org) 503.256.3960 x229.

Return this form to your campus office by the due date to receive credit for completed hours / goods provided.

**2019-2020 Due Dates:** 10 hours or \$165 due on  
**November 6, 2019, February 7, 2020, and May 8, 2020**