

Please complete the following procedures when submitting PIP Time:

1. A separate form must be filled out for each event.
2. All items purchased for the school must be pre-approved. If you wish to receive credit for these items, you must include a receipt with this form. For every \$10 spent, you will be credited with one hour of PIP time for up to 20 hours per family.
3. One hour of preparation time will be allowed for donated baked goods.
4. Pip forms MUST be submitted within 10 days of the event to receive credit.
5. Forms must be either mailed or turned into the office by the parent. Accounts will be reviewed and credited in November and April.
6. PIP time cannot be applied to any account other than your own without the prior approval of an administrator.
7. Parents paying by FACTS will have their PIP time subtracted from the total tuition due and payments will be re-calculated for the remaining number of payments.
8. Parents making two payments will have their accounts reviewed prior to the second payment and PIP time credited at that time will be deducted from their second payment. Any PIP time done after their second payment will be credited to their account and can be applied to the following year's tuition or a check will be issued at the end of the school year.
9. Parents making one payment will have their PIP time credited to their account and it may be used towards the following year's tuition or a check will be issued at the end of the school year.

2023-2024 P.I.P. HOURS REPORTING FORM

Worker: _____ Date Worked: _____

Name of student(s) hours were worked for: _____ Class: _____

Start Time: _____ End Time: _____ Hours worked: _____

Type of work performed: _____

Approved by: _____ Date: _____