Our volunteer credit hours will now be recorded online!  Please visit [**www.trackitforward.com/site/brighten-academy**](http://www.trackitforward.com/site/brighten-academy) to set up your account and enter your time!  If you have questions or need information on volunteer hours, please email [**volunteer@brightenacademy.com**](mailto:volunteer@brightenacademy.com). Here are some instructions to make setting up your account fast and easy!  
  
Log your Volunteer Hours!

1. Go to TrackItForward.com
2. Click the link for Find Your Organization
3. Type Brighten Academy and click Search
4. Select Brighten Academy, Douglasville
5. Click the link to Sign Up for a new account
6. Complete fields, listing child / children’s names with different last names appropriately
7. Click Sign Up, and you are ready to enter hours!
8. Email us at [**volunteer@brightenacademy.com**](mailto:volunteer@brightenacademy.com) with questions

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| --- | --- |
| Volunteer Activity  Month of \_\_\_\_\_\_\_\_\_\_\_\_2014 | Credit allowed |
| Participate in a committee or subcommittee | 1/hour |
| Serve as a Board Member or PTO Officer | 20/year |
| Serve as a mentor or tutor | 2/hour |
| Classroom Room parent | 5/ year |
| Volunteer in the classroom | 1/hour |
| Volunteer in the Media Center (admin, story time) | 1/hour \*\* |
| Volunteer in the office | 1/hour |
| Volunteer at car riders | ½ /1/2 hour |
| Volunteer as a Lunch Buddy (per ½ hour) | ½ /1/2 hour |
| Volunteer at extracurricular activity (Spring Fling, chaperone dances, Birdies for Brighten, etc.) | 1/ hour |
| Volunteer at the Book Fair | 1/hour |
| Volunteer as a proctor during testing | 1/hour |
| Sponsor a club or sport | 1/hour |
| Attend extracurricular activities or school events, including but not limited to:\*Competitions \*Brighten Basics  \*Classroom performances /celebrations  \*School performances \*Open House  \*Curriculum, Community, & Conversation  \*Board Meetings/work sessions \*Award Celebrations | 1/event |
| \*\*Complete at home projects for teachers, staff, clubs, PTO, | ½ / hour\*\* |
| Lawn Maintenance | 1/hour |
| Chaperone on field trips  OVERNIGHT trips | 3/ day  8/day |
| Saturday Volunteer Days | 1/hour |
| Participate in school-wide programs including, but not limited to: \*Charter school week  \*Career Day \*Red ribbon Week | 1/event |
| Donate materials, supplies, snacks, or services that benefit a whole classroom, grade level, or the school  Does not include school supplies or fees related to individual child | ½ /$50 |
| Charitable donations to our non-profit organization(may be earmarked for your intended purpose) Company match applies | 1/$100 |
| Attend focus groups or workshops | 1/event |
| Complete parent survey | 1/ survey |
| Facilitating the Completion of 7 C’s Deck | 5 per family |
| Join PTO | 1 |
| Join Band Boosters | 1 |
| Donation to Clothes Closet (must be in good condition and dress code colors) Bring to front office | ½ / 10 articles |
| Any other way the parent, teacher, and administrator deem would be appropriate and beneficial in fulfilling the mission of Brighten Academy  SUBMIT request for PRIOR approval to administration.\*\* | TBD by admin.\*\* |