



HORIZON CHRISTIAN SCHOOL

Parent Volunteer Program

Our Parent Volunteer Program is designed to provide volunteer support for each campus, and keep tuition increases to a minimum. There are two options for fulfilling this requirement, one of which you selected during the enrollment process.

Option #1: Volunteer to Help Support Horizon Christian School

Each family (parent/guardian, grandparent, or other family member) collectively volunteers at least 20 hours during the school year. All volunteers must be approved by Horizon Christian School at least two weeks before volunteering or driving students. A list of opportunities is listed on the reverse side.

New Volunteers:

- Complete the **new volunteer** form on our website at horizonchristian.school > **Resources** > **Parent Volunteer** > [New Volunteer Form](#)
- To help speed up the approval process, please ensure your references respond promptly to the automated email.
- After receiving an approval email, your profile will be activated in the online HelpCounter tracking system, and you can begin volunteering and recording your hours.

Returning Volunteers:

- Complete the **returning volunteer** form on our website at horizonchristian.school > **Resources** > **Parent Volunteer** > [Returning Volunteer Form](#).
- After receiving an approval email, your profile will be re-activated in HelpCounter, and you can continue volunteering and recording your hours.

If your name is not listed in HelpCounter, your application is either being processed, or you need to complete a new/returning volunteer form.

Logging Volunteer Hours:

On Campus:

- Volunteers must check in and check out at the front office by using the provided HelpCounter computer. The system will automatically begin tracking your hours.
- If volunteering in a *specific classroom*: Select **Classroom** > **Class/Teacher**, or for all *other* volunteer activities: Select **Activity** > **Campus**.
- Please remember to sign out before leaving the campus.

Off Campus:

- Go to horizonchristian.school > **Resources** > **Parent Volunteer** > [HelpCounter Link](#).
- First-time users will need to a **Create New Username** and **Password**.
- Please select **Update Profile Information** and check **Email a Summary** to receive a monthly update of your hours.
- To log your hours, select **Record Hours/Review Past Hours Volunteered** > **Add New Hours** > **Enter Volunteering Date, Total Hours**.
- If volunteering in a *specific classroom*: Select **Classroom** > **Class/Teacher**, or for all *other* volunteer activities: Select **Activity** > **Campus**.

Please note: Families are required to achieve full approval and record 20 hours in HelpCounter by June 1. Failure to do this will result in a pro-rated billing of the \$200 fee. If applicable, this amount will appear on your June FACTS statement.

Option #2: Pay \$200 to Help Support Horizon Christian School

Each family pays a \$200 fee instead of volunteering 20 hours during the school year. The fee will be billed in October.

If you have any questions, please contact Janine Louw at jlouw@horizonchristian.school