



## SERVICE BLOCK INTENTION

If you plan to complete your service block requirement **after** the upcoming due date, use this Intention form and follow these steps.

**Step One:** PRIOR to an upcoming due date (see below for the dates), fill out and submit to your campus office, this Intention Form to let us know of your arrangements with the program coordinator. The form should show planned service hours to be accumulated on specific future projects. Your Service Block hours will be logged as pending. You will be invoiced for service block hours, only if the intended service is not completed.

**Step Two:** On completion of the service block hours, submit the Service Block Completion (purple color form) to your campus office.

**Note:** If either the Intention Form or Completion Form is not received by the current due date, you will be invoiced for your Service Block requirement.

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

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

Volunteer's Name: \_\_\_\_\_

Date of Service	# of hours	Service or Goods Intended*	Signature of Program Coordinator (REQUIRED)

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

PC families with students K – 12 are required to:

- complete 30 volunteer hours, or
- donate goods from an approved list, or
- pay \$495 to complete the Service Block requirement.

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

Elementary: [cindy.mcelmurry@pcschoools.org](mailto:cindy.mcelmurry@pcschoools.org) 503.256.5455 x300

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

**2018-2019 Due Dates:** 10 hours or \$165 due on  
**November 7, 2018, February 8, 2019, and May 10, 2019**