



## Logging VOLUNTEER Hours

### AtoZ Connect

The RMAE Board of Directors has set a commitment of 60 volunteer hours per family each year. Getting involved in our school community is not only helpful, appreciated, fun and rewarding but also important to the status of our charter. At the end of each year, the BOD requests a report of volunteer hours logged and uses that information to apply for grants and educational gifts.

Volunteer hours can be earned in many ways. Please visit the **Volunteer Opportunities** page on our AtoZ website. To log volunteer hours, visit **[rmaepto.membershiptoolkit.com](http://rmaepto.membershiptoolkit.com)** and click:

Log Hours

Complete and submit this form:

### RECORD VOLUNTEER HOURS

Event Description

Name

Volunteer Hours  
  
Use a decimal value (i.e. 1.25). Values will be rounded to the nearest quarter-hour.

Date  
  
Use the format mm/dd/yyyy

Once again, thank you. The time that you have given is appreciated.

That's it! Taking just a couple of minutes to log your hours each time you volunteer will benefit the school immensely. Thank you!

If you have any **questions** about logging volunteer hours, please contact [pto@rmae.org](mailto:pto@rmae.org).