

# San Diego Tamil Palli

## Parent Duty Service Agreement

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### Introduction

Welcome to San Diego Tamil Palli (SDTP)! As part of our commitment to fostering a strong community and enhancing the educational experience for all students, we have established a Parent Duty Service Program. This program ensures that every family contributes to the smooth operation and success of our school.

### Purpose

The Parent Duty Service Program is designed to:

1. Strengthen the partnership between parents and the school.
2. Provide additional support to school staff and administration.
3. Enhance the overall learning environment for our students.

### Parent Duty Service Requirements

1. **Service Hours:** Each family is required to complete 8 hours of duty service per academic year.
2. **Duty Roles:** Duties may include, but are not limited to:
  - Assisting in the classroom
  - Helping with school events (e.g., fundraisers, cultural events)
  - Supporting administrative tasks (e.g., photocopying, organizing materials)
3. **Scheduling:** Duties will be scheduled in advance, and parents will be notified of their assigned dates and times. We ask that you make every effort to fulfill your scheduled duties. If you are unable to meet your commitment, please notify the Parent Duty Coordinator, assigned by SDTP Administrator at least 10 days in advance to arrange for a replacement.
4. **Training:** Some duties may require training or orientation. The school will provide necessary instructions and support to ensure you are prepared for your role.

### Documentation and Reporting

1. **Service Tracking:** Parents are responsible for tracking their own service hours. A log sheet will be provided, and you will be required to sign in and out when performing your duties.
2. **Verification:** The Parent Duty Coordinator will review and verify service hours. In case of discrepancies or issues, you will be contacted to resolve them.

3. **Completion:** At the end of the academic year, a summary of completed service hours shall be requested by respective families.

### **Volunteering Beyond Requirements**

While the minimum requirement is 8 hours per year, we encourage parents to volunteer beyond this to further support our school community. Additional hours are always appreciated and valued.

### **Contact Information**

For questions, scheduling conflicts, or any concerns related to the Parent Duty Service Program, please contact:

**Parent Duty Coordinator** [Name][Email][Phone Number]

### **Acknowledgment**

By signing below, you acknowledge that you have read and understood the Parent Duty Service Agreement and agree to fulfill your service obligations as outlined.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student(s) Name(s):** \_\_\_\_\_

Thank you for your commitment and support. Together, we can make SDTP a great place for our children to learn and grow!

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