



## Parent Participation Program (PPP) Timesheet

Surname \_\_\_\_\_ Family ID \_\_\_\_\_

Mother's name \_\_\_\_\_ Telephone \_\_\_\_\_

Father's name \_\_\_\_\_ Telephone \_\_\_\_\_

Eldest Child's name \_\_\_\_\_ Year/Class/Connect \_\_\_\_\_

A charge of \$200 for PPP will be included in your Family Account with the Semester 1 Invoice sent out in January. As timesheets are received, your account will be credited with \$20 for every hour of PPP completed, to a maximum of 10 hours (\$200) per annum. When timesheets are received after a billing period has closed, the credit will be carried over to the next period, which may be the following year.

***Please ensure that you only complete 10 hours per form, if you complete hours that exceed the 10 hours please collect a new form to record them on.***

***Once completed and signed off by an authorised member of staff, please submit to Student Reception for processing and collect a new form.***

<b>Date</b>	<b>Hours worked: from – to</b>	<b>Area of help / department</b>	<b>No of hours</b>	<b>Staff member's name &amp; signature</b> <i>(Please write clearly)</i>

***Please return this form when you have completed 10 PPP hours.***