Lake Joondalup Baptist College

Parent Participation Program (PPP) Timesheet 2016

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. Forms need to be submitted no later than* Friday 25 November 2016**

Date	***Hours worked: from – to***	***Area of help / department***	***No of hours***	***Staff member's name & signature*** *(Please write clearly)*

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