

**HOOPER ACADEMY  
WORK ASSESSMENT PROGRAM**

This work assessment program was created to stimulate and increase participation and involvement by all families in maintenance and other activities at Hooper Academy and was approved by the West Montgomery Education Foundation Board members. Families, who do not desire to actively participate in maintenance, repair, and other projects which save the school operating expense or make money for the school, may elect to pay the optional assessment of \$360.00 per school year.

**Program Guidelines**

1. Work Verification Forms are available in the office and show details of work performed, the number of hours worked, a space for your signature verifying the work, and a space for the form to be signed by an authorizing member. Authorizing members are any member of the current board of trustees, headmaster, booster club officers, PTA officers, or fine arts officers. If you turn in a form without a signature from one of these authorizing members it will not be credited to your account. All Work Verification Forms must be turned in within the calendar month in which the work was performed. Verification forms turned in outside the calendar month in which the work was performed will not be credited to your account. For work assessment program purposes, the school year runs from June 1<sup>st</sup> to May 31<sup>st</sup> each year.
  
2. Assessments will be prorated according to hours worked.  
Example  
Works hours required from each family:  $24 \times \$15.00 = \$360.00$   
Work hours credited to your family:  $16 \times \$15.00 = \$240.00$   
Assessment due for the year = \$120.00
  
3. Statements for assessments will mailed before May 15<sup>th</sup> each year and are due before June 15<sup>th</sup> of the school year. All Work Verification Forms and assessments due must be completed or paid in full before final report cards are issued.
  
4. Work performed on school grounds, in or on school facilities, money-making projects, concessions, providing transportation for student groups, or

other approved work, will count as work hour credits. Any person or family having difficulty reaching their required hours should contact the school office for work assignments well in advance of the end of the school year. Hours worked over 24 per year will not be forwarded to the next year. However, we do need and appreciate all time worked for the improvement of our school.

5. Each individual or family is responsible for completing, signing, acquiring an authorizing member's signature, and turning in the Work Verification Form to the office for processing. Due to billing concerns, Work Verification Forms must be signed by an authorizing member and turned in to the office within the calendar month the work was completed or the work hours will not be credited to your account. Work Verification Forms are the only authorized forms, not spreadsheets or other paperwork.

# **WORK ASSESSMENT PROGRAM**

## **(Please submit to the Office)**

Parent Name: \_\_\_\_\_

Event: \_\_\_\_\_

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

Total Time Worked: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Authorizing Member's Signature: \_\_\_\_\_

This form is the only method by which you can submit your work hours for credit. Spreadsheets and other paperwork are not permissible and will not be accepted. Please ensure this form is filled out completely and signed by authorized members.