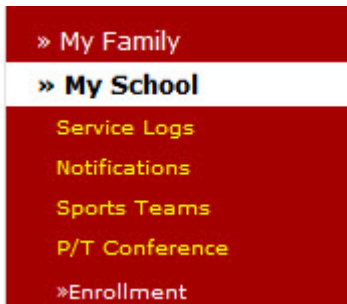


School Website: <http://www.sccca.org/>

Click on "School Logon"

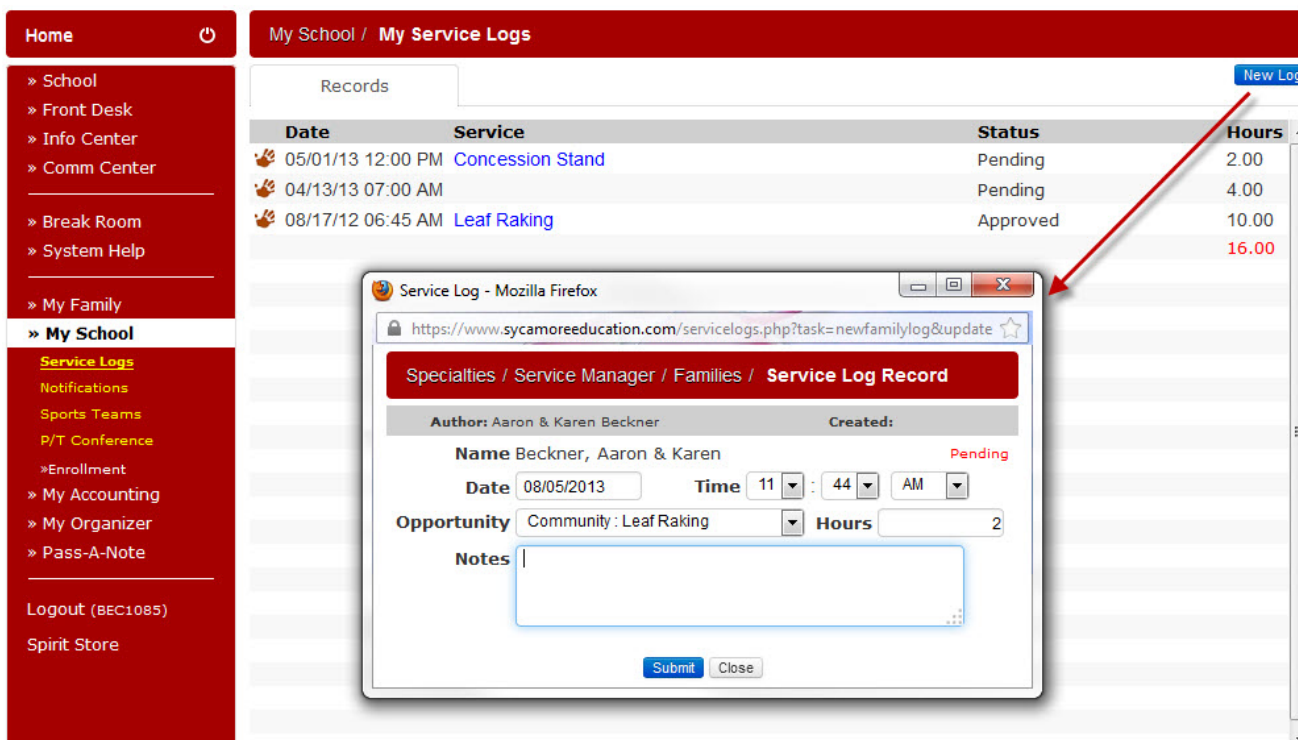


Once login, when you click on My School, the following menu will show.



## Service Logs

The Service Logs section enables a family to submit their service time online.



Home My School / My Service Logs

Records [New Log](#)

Date	Service	Status	Hours
05/01/13 12:00 PM	<a href="#">Concession Stand</a>	Pending	2.00
04/13/13 07:00 AM		Pending	4.00
08/17/12 06:45 AM	<a href="#">Leaf Raking</a>	Approved	10.00
			<b>16.00</b>

Service Log - Mozilla Firefox

<https://www.sycamoreeducation.com/servicelogs.php?task=newfamilylog&update>

Specialties / Service Manager / Families / **Service Log Record**

Author: Aaron & Karen Beckner Created:

Name Beckner, Aaron & Karen Pending

Date 08/05/2013 Time 11 : 44 AM

Opportunity Community : Leaf Raking Hours 2

Notes

Submit Close

The service manager who oversees this data will then be able to track your service work, approve your hours and total the number of hours you have volunteered or served. This also allows you to monitor your own family hours served and the status of those hours.

Click on the 'New Log' button in the upper right hand corner to enter your information for the service you have provided. Use the drop-down box to select the school-defined "Opportunity" for the service you rendered. The "Opportunity" list is listed on page 2.

### Important Note:

On “**Date**” field, please enter the date when Service will be rendered.

On the “**Hours**” field, please enter the points earned.

You can view previous service logs by clicking on the “hand print” icon. 🖐️

The service logs can be edited by clicking on the Service in blue. Once the changes are made, please click the Update button on the bottom. Changes can be made as long as the service log record is still in pending status. Once the service log has been approved, the editing capabilities will be removed.

### **Opportunity**

#11-Room Parent Duty-Language	語文課值班
#12-Elective classroom duty	選修課值班
#13-School admin assistance	協助學校行政業務
#17-Library or IT duty	圖書館或科技組值班
#19-Traffic & Patrol	交通巡邏
#20-School activities	校內活動(比賽)義工
#21-Cross school activity	校外活動(比賽)義工
#22-PTO board member	家長會委員
#23-Room Parent Leader (RPL)	班代表
#24-RPL assistant	班代表助理
#25-SCCCA board member	理事會成員
#26-Teacher & Staff	學校教職員
#27-PTO Activities/Events	家長會活動
#28-Miscellaneous	其他服務
#31-Home Work Club	功課,作業 俱樂部
#32-Waiver	免責服務點數