

Share Points Management

Holy Trinity Catholic School has a Share Points Program, which offers parents the opportunity to share in the Catholic education of their children. By participating, parents keep tuition as low as possible for all students. There are many opportunities throughout the year to earn share points. The PTO creates Sign-up Genius links for many of the opportunities, or you may ask your child's teacher or the office about other opportunities. We encourage you to share your time and talents with our school. The following guide shows how to log your hours.

Requirements & Options for Share Points

Requirements: **20 points/hours per 2 parent family**
 10 points/hours per 1 parent family

Time: One hour of service earns one Share Point. These units must be tracked in this [Google Form](#), following the step by step guide at the end of this document.

Talent: One hour of talent earns one Share Point. These units can be earned by volunteering for special projects such as painting, computer support, and miscellaneous construction. These units must be tracked in this [Google Form](#), following the step by step guide at the end of this document.

Treasure: This last category is in regards to money, or goods that the parish or school would otherwise have to purchase. *Each family may choose to donate \$20.00 per Share Point. Any family who does not wish to meet their Share Point obligation by volunteering their time may choose to pay \$20.00 per Share Point to Holy Trinity School. The payment should be made by check to Holy Trinity Catholic School and dropped off or mailed to the office.*

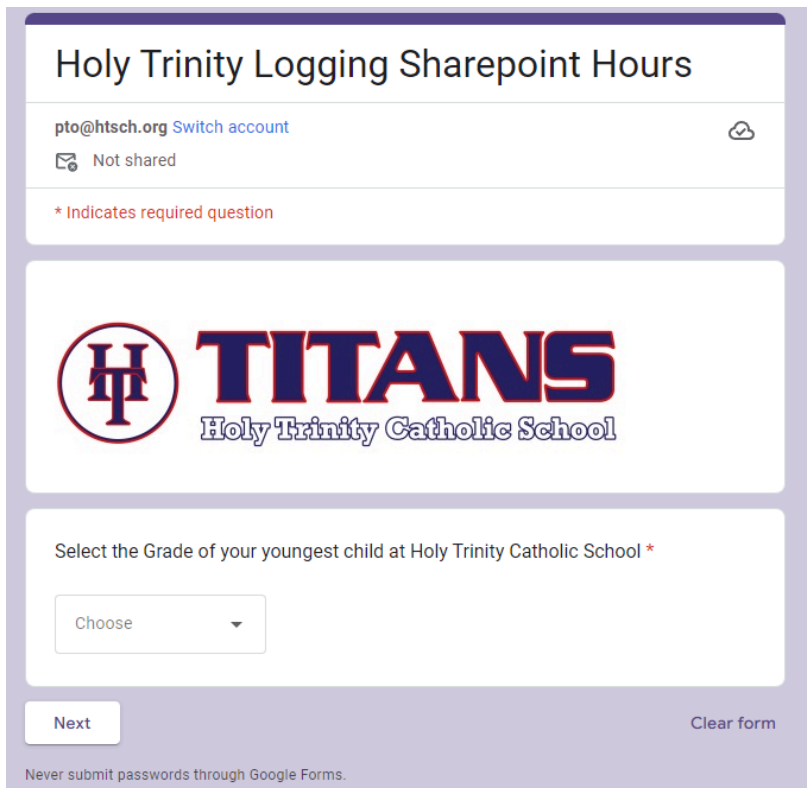
Many families earn points in great excess of the minimum and our school is very appreciative of this fact. For more information and a list of possible ways to earn Share Points, contact the PTO at pto@htsch.org.

Each family is responsible for tracking their Share Points in the Google Form (information follows). End of the year accounting will use this database to verify completion of Share Points. Any unearned Share Points will be added to your final bill at \$20 per Share Point. For more information on requirements for volunteers, visit this link for [Volunteer Training & Background Check Requirements](#).

Logging Your Hours in Google Forms

The following is a step-by-step visual guide to logging your hours in our HT Sharepoint Google Form.

1. Navigate to <https://forms.gle/Hon2ijV1bqPjrNvM6>



The screenshot shows a Google Form interface. At the top, the title is "Holy Trinity Logging Sharepoint Hours". Below the title, the user's email is "pto@htsch.org" with a "Switch account" link and a cloud icon. Below that, it says "Not shared" with a lock icon. A red asterisk indicates a required question. The main content area features the Holy Trinity Titans logo, which includes a circular emblem with "HT" and the word "TITANS" in large blue letters, with "Holy Trinity Catholic School" underneath. Below the logo is a question: "Select the Grade of your youngest child at Holy Trinity Catholic School *". There is a dropdown menu with "Choose" and a downward arrow. At the bottom left is a "Next" button, and at the bottom right is a "Clear form" link. A footer note says "Never submit passwords through Google Forms."

2. Select the grade of your youngest child at Holy Trinity Catholic School. Press Next.

The image shows a Google Form interface. At the top, the title is "Holy Trinity Logging Sharepoint Hours". Below the title, the email address "pto@htsch.org" is displayed with a "Switch account" link and a cloud icon. A "Not shared" status is also visible. A red asterisk note states "* Indicates required question". The form content includes the Holy Trinity Catholic School logo, which features a shield with the letters "HT" and the word "TITANS" in large, bold, blue letters. Below the logo, the text "Holy Trinity Catholic School" is written. A dropdown menu is open, showing a list of grade levels: "Pre-Kindergarten", "Kindergarten", "1st Grade", "2nd Grade", "3rd Grade", "4th Grade", "5th Grade", "6th Grade", "7th Grade", and "8th Grade". The "3rd Grade" option is currently selected. To the right of the dropdown, the text "youngest child at Holy Trinity Catholic School *" is visible. At the bottom right of the form, there is a "Clear form" button. The footer of the form includes the text "Google Forms" and "created inside of Holy Trinity Catholic School. Report Abuse".

3. Select the First Initial | Last Name of your child. Select Next.

The image shows a Google Form titled "Logging Sharepoint Hours". A dropdown menu is open on the left side, listing various last names. The name "SHunt" is currently selected and highlighted. The form contains a text input field with the label "Last Name of your youngest child at Holy Trinity School". Below the input field, there is a "Clear form" button and a "Google Forms" logo. The form is created inside of Holy Trinity Catholic School, as indicated by the text at the bottom.

Choose
CAng
JAtama
CAzar
NBrache
NCao
CCoursolle
KDonnelly
AEckert
CEddy
CField
EFurr
CGhostine
VGonzalez
PHoppins
SHunt
MJacobsen
LKolesnikov

4. Enter your volunteer activity and the number of hours.

The screenshot shows a Google Form titled "Holy Trinity Logging Sharepoint Hours". At the top, it displays the email "pto@htsch.org" with a "Switch account" link, a "Not shared" status, and a "Draft saved" indicator. A red asterisk note states "* Indicates required question". The form has two main sections: "Volunteer Activity and Hours" and "Hours Volunteered *". The first section contains a text input field with "Fall Festival" entered. The second section contains a text input field with "2.0" entered. At the bottom, there are "Back" and "Submit" buttons, and a "Clear form" link. A footer note reads "Never submit passwords through Google Forms."

5. Click Submit.