

Logging Parent Volunteer Hours in FACTS

Cornerstone Academy Parent Volunteer Program

At Cornerstone Academy, we believe that partnering with families is an important part of our mission. Each Cornerstone family is required to complete **30 volunteer hours** during the school year.

Families who do not fulfill the required volunteer hours will be assessed a fee of **\$20.00 per uncompleted hour**.

Volunteer service not only strengthens our school community but also helps reduce operational costs that would otherwise require additional staffing. Opportunities include assisting in classrooms, chaperoning field trips, helping with school events, substitute teaching, classroom organization, supporting teachers, athletics, and many other school activities.

How to Log Your Volunteer Hours in FACTS

Step 1

Visit www.cornerstoneacademy.school and click **FACTS Family Portal**.

Step 2

Log in to your FACTS Family Portal using:

- District Code: **COR-FL**
- Your Username
- Your Password

Step 3

Navigate to your Family Home page, select the appropriate Parent Name from the drop-down menu, and click **Add** to enter new volunteer hours.

(Insert corresponding screenshot here.)

Step 4

Enter the Date, Number of Hours, and Description of the volunteer activity. The Notes and Verified By fields are not required. Click **Save** to submit your hours.

(Insert corresponding screenshot here.)

Questions?

If you have any questions regarding volunteer hours or logging your service in FACTS, please contact:

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