

# St. Paul Catholic School

Time, Talent & Treasure Commitment

*"Educating the mind without educating the heart is no education at all."*

Aristotle

## How to Enter Volunteer Hours in FACTS

Family volunteer hours must be reported through the FACTS family portal and can be received by parents, grandparents, and other adult family members. Student service hours are not included in the 20-hour minimum requirement. [Volunteer hour reporting timeframe will be from January 1 through December 31.](#)

1. First, click on the FACTS Family Portal link on the SPS Website at [www.stpaulvikings.org](http://www.stpaulvikings.org). Our District Code is STH-IL
2. Login to your FACTS Family Portal using your username & password. If you need help logging in, please contact the school office.
3. Once you are logged into the FACTS Family Portal, you will see a main menu to the left. Click on the 'FAMILY' menu item on the left-hand side of the page.
4. The 'Family Home' screen will appear. The first family member will be listed above the 'SERVICE HOURS' column in a dropdown menu. To enter Service Hours for this family member, click on 'ADD' in the 'SERVICE HOURS' column. To switch to another family member, click on the dropdown and choose another parent name.
5. When you click on 'ADD' under the appropriate parent name, the screen for inputting service hours will appear.
6. Enter the Date, Hours, and Description of when the volunteering took place. Under the 'NOTE' area, please list if you are recording volunteer hours for another family member. Remember, student volunteer hours do not apply to the 20-hour volunteer minimum requirement. Under the 'VERIFIED BY' section, please enter the name of the person who designated the volunteer work.
7. Click 'SAVE' when complete. You can either "Add More Service Hours" or go back to the "Family Home" screen when complete. The Service Hours that have been entered will display in the 'SERVICE HOURS' column. To see the Service Hours for another family member, simply click on the parent name on the dropdown menu to display their screen.
8. If you need additional help entering service hours, please contact the school office.