



HORIZON CHRISTIAN SCHOOL

Parent Volunteer Program

2025-2026

Option #1: Volunteer to Help Support Horizon Christian School

Each family (parent/guardian, grandparent, or other family member) collectively volunteers at least 20 hours during the school year. All volunteers must be approved by Horizon Christian School at least two weeks before volunteering or driving students.

Forms: Complete the [New Volunteer Form](#) once and the [Returning Volunteer Form](#) annually to inspect for driving or behavior issues.

References: Two reference checks are conducted on a one-time basis.

Background Checks: Required every three years or sooner if needed. Our executive pastor reviews each application to ensure safety standards.

Deadlines: All forms must be submitted and approved by August 1, 2025. Parents who miss this deadline will be charged the \$200 fee, like parents who choose not to volunteer. For those who enroll after July 1st, please submit your form within 30 days.

Note: Rest assured, any parent who submits their volunteer form after the deadline will still be welcome to volunteer; however, the \$200 fee will remain non-refundable to help encourage timely responses moving forward. Our main goal is to have ample time to process your paperwork and gather feedback from outside agencies, ensuring a smooth and hassle-free experience for everyone involved.

Please Note: If your name is not listed in HelpCounter, your application is either being processed, or you need to complete a new/returning volunteer form.

Logging Volunteer Hours:

On Campus:

- Volunteers must check in and check out at the front office by using the provided HelpCounter computer. The system will automatically begin tracking your hours.
- If volunteering in a *specific classroom*: Select **Classroom > Class/Teacher**, or for all *other* volunteer activities: Select **Activity > Campus**.
- Please remember to sign out before leaving the campus.

Off Campus:

- Go to horizonchristian.school > **Resources > Parent Volunteer > [HelpCounter Link](#)**.
- First-time users will need to a **Create New Username and Password**.
- Please select **Update Profile Information** and check **Email a Summary** to receive a monthly update of your hours.
- To log your hours, select **Record Hours/Review Past Hours Volunteered > Add New Hours > Enter Volunteering Date, Total Hours**.
- If volunteering in a *specific classroom*: Select **Classroom > Class/Teacher**, or for all *other* volunteer activities: Select **Activity > Campus**.

Please note: Families are required to achieve full approval and record 20 hours in HelpCounter by June 1. Failure to do this will result in a pro-rated billing of the \$200 fee. If applicable, this amount will appear on your June FACTS statement.

Option #2: Pay \$200 to Help Support Horizon Christian School

With Option 2, parents agree to pay \$200 instead of volunteering. For those who select Option 2, this fee will be added to your tuition amount and amortized throughout the year. If you change your mind and decide to volunteer, you are more than welcome; however, the fee remains intact, and you must complete the new or returning volunteer form.

If you have any questions, please contact Janine Louw at jlouw@horizonchristian.school.