

**Holy Trinity Parish
Parish Catholic Education Program
Parish Support Hour Log**

According to Diocesan guidelines, an invoice must be submitted prior to any payment made by the parish. To stay within guidelines, a log form must be submitted for each month of the contract year, regardless of the number of hours worked in a given month. Completed Parish Support Hour Log forms are **due by the 4th day of the month** immediately following the month in which they were worked. Hours should be sent directly to the Holy Trinity Parish Office; they may be sent via email to holytrinityrcc@neohio.twcbc.com or may be hand delivered. **Submitted hours should be rounded to the closest 15 minute unit, having worked the majority of that unit, and should be entered in 15 increments (.25, .50, .75, 1.00) on the log form.** Log forms will be cross referenced against sign in sheets that are available for most events.

Family Name:

For the Month of:

[illegible]

0.00