

# Parent Service Hours

Mrs. Michelle Delaney

## All You Need to Know About Mobileserve

- Email [mdelaney@spchs.org](mailto:mdelaney@spchs.org)
- Phone (727) 344-4065 ext. 1261

## Parent Service Requirements

- Complete 10 Parent Service Hours per school year per family (PSH do not carry over to the next school year.)
- Must be completed at SPCHS or SPCHS sponsored event
- Incomplete Parent Service Hours will be charged \$50 per hour with a maximum \$500 per family
- See pages 58-60 of our Student & Family Handbook for more information

The logo for Mobileserve, featuring the word "mobileserve" in a lowercase, blue, sans-serif font. The logo is positioned on a light gray rectangular background that is part of a larger graphic on the left side of the slide.

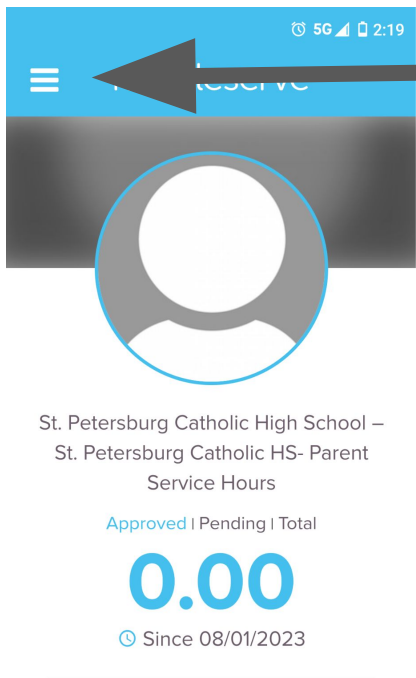
# Create an Account

1. If both parents reside in one home, please create *one* Mobileserve account for Parent Service Hours (your child will create a separate account for his/her Student Service Hours)
2. Download the app or go to the website.

Website: [www.mobileserve.com](http://www.mobileserve.com)

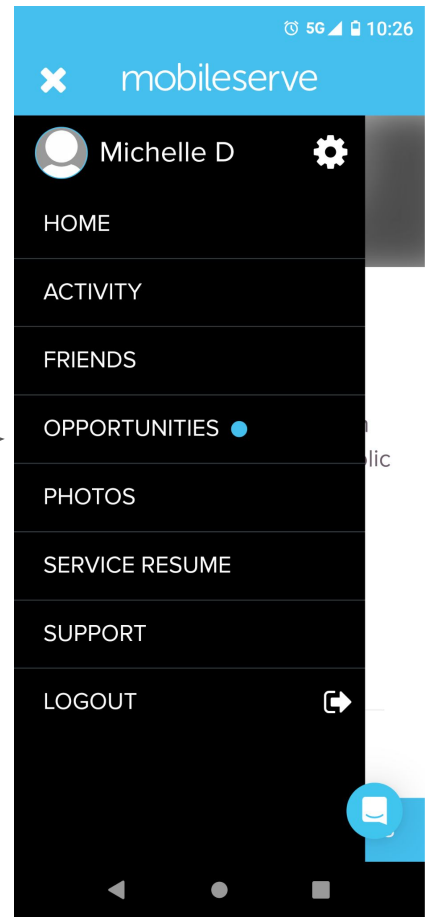
3. Create your account!
  - a. Fill in your information (name, email, etc.)
  - b. Enter the code STPPSS to join the SPCHS Parent Service Hours.
4. You should now see St. Petersburg Catholic HS-Parent Service Hours on your homescreen with 0.00 Hours. **If not**, then click on the 3 bars. Click on Settings Gear icon. Under the word profile, click on ORGANIZATIONS. Click on Join An Organization. Type STPPSS in the Code Box. Our school should pop up. Click JOIN.

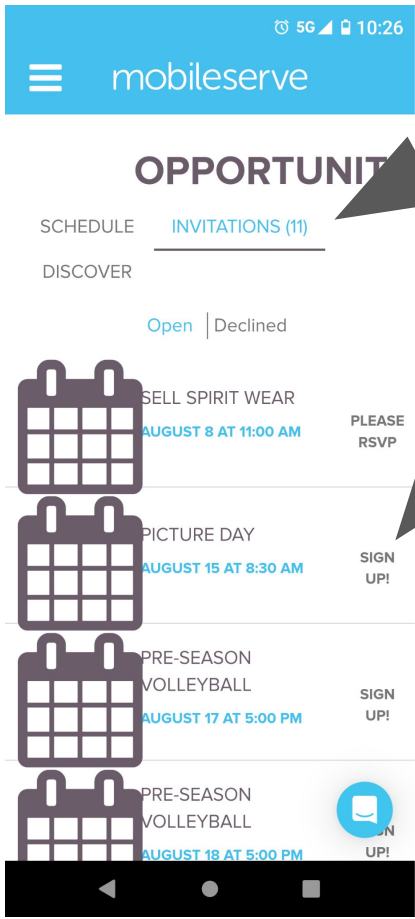
**How do I sign up to volunteer?**



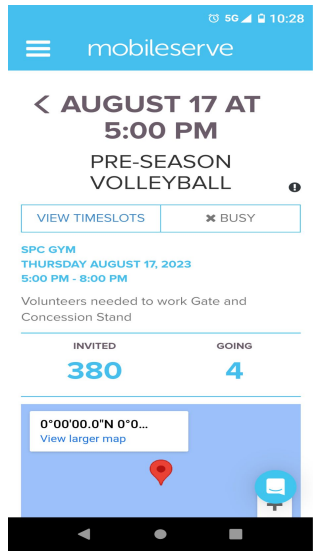
**Step 1:** Click on 3 bars from Home Screen.

**Step 2:** Choose OPPORTUNITIES from the list

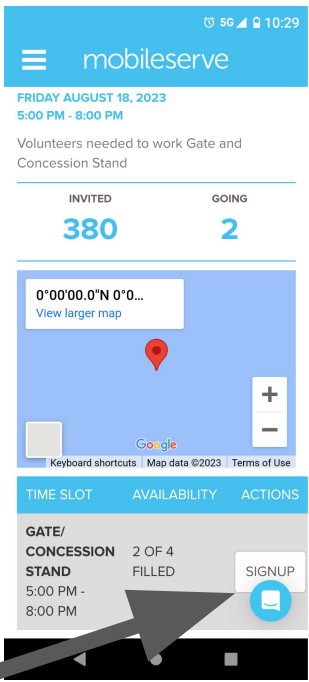




**Step 3: Click on INVITATIONS then choose EVENT**



**Step 4: Click on VIEW TIMESLOTS**



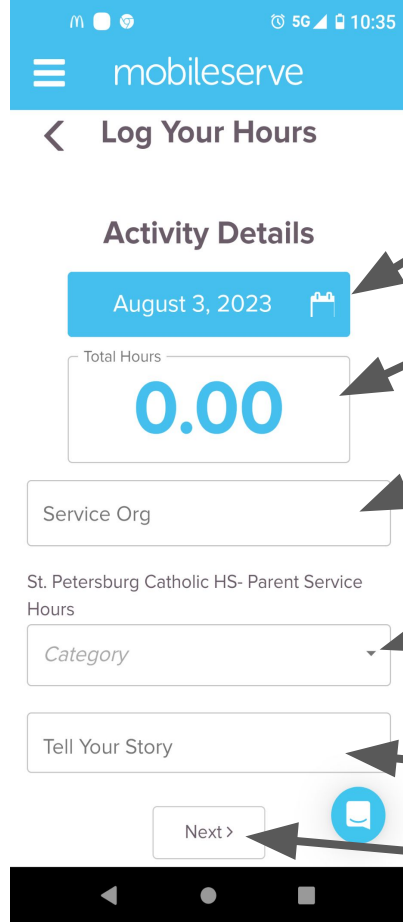
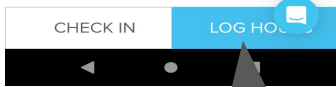
**Step 5: Choose GOING or SIGNUP, depending on the type of event.**

**If you must cancel, then PLEASE go back in and choose UNSIGNUP, BUSY, or WITHDRAW.**

**How do I log my hours?**



**Step 1:**  
Click on LOG HOURS  
from your home screen.



**Step 2:**

Enter the DATE you volunteered.

Enter the total HOURS worked.

Enter the EVENT (Ex: Football Game)

Choose ONSITE = at SPC

**Or...** OFFSITE = off SPC campus but still a SPC affiliated event (such as Baron 5K).

Describe what your JOB was at the event (Ex: Tickets at gate for Football Game.)

Click on NEXT


5G 10:56


mobileserve


Enter your supervisor's name and email, and we'll contact them to confirm your hours.


Supervisor Name\*

Supervisor Email\*


Supervisor Signature 

 Add Signature

Photos 

 Add Photos  
(0/3)

Attach My Location

< Previous Submit Hours 

### Step 3:

Enter the supervisor's name (person in charge of the event).

**The supervisor's email is required.**

Mobileserve uses this to send a 'verification email' to the person in charge of the event who will approve your hours.

**SKIP:** You **do not need** a signature.

**SKIP:** You **do not need** to upload a photo.

Click on SUBMIT HOURS.