

# FAMILY STEWARDSHIP COMPLETION/DOCUMENTATION FORM

## COMMUNITY CHRISTIAN ACADEMY PRESCHOOL & CHILDCARE CENTER

NAME OF ENROLLED CHILD \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

First

Last

Name of Family Member completing stewardship activity: \_\_\_\_\_

Description of stewardship task (what you did): Example – field trip, toy sanitizing, photo copying, etc.

\_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ Date of Task: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Upon completion of the stewardship task, obtain an authorization signature and place this record in the Preschool Director's box (Ms. Michelle Jewett). We do not return it, so please make a copy if you would like one for your records. Stewardship must be completed the month prior to the month in which the discount is taken.

*For example: Stewardship hours completed in September would allow you to take a discount in October once the proper paperwork is completed.*

All documentation must be submitted no later than the 27<sup>th</sup> of each month (or the business day closest to the 27<sup>th</sup>) for the discount to count for the following month.

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