



INTERNATIONALE GRUNDSCHULE POTSDAM

CHILDREN'S HOUSE

INTERNATIONALE GESAMTSCHULE ALFRED NOBEL

FORM 100A

Accounting sheet for parents working hours class: _____

Name of the child: _____ Name of the parents: _____

| Activity / work | Number of hours | hr. | Date | Signature management |
|--|-----------------|-----|------|----------------------|
| Events: | | | | |
| Open Day | real hours | | | |
| Sports Festival | real hours | | | |
| School year closing ceremony | real hours | | | |
| parents workshops | real hours | | | |
| Labor on weekends | real hours | | | |
| Accompaniment on trips | real hours | | | |
| Assistance in Reading Night etc. | 2 hours | | | |
| Contribution to the buffet | 1 hour | | | |
| Other supportive work | | | | |
| Laminating etc. | 2 hours | | | |
| Bake cakes | 1 hour | | | |
| Raking the yard | real hours | | | |
| Cut trees | real hours | | | |
| Tend the garden | real hours | | | |
| Wipe shelves | real hours | | | |
| Clean Classroom | real hours | | | |
| Attach sound insulation | real hours | | | |
| Take pictures at school | real hours | | | |
| Construction work | real hours | | | |
| Washing (towels etc) | 1 hour | | | |
| Prepare materials | real hours | | | |
| Parent representatives (school ect.) | 8 hours | | | |
| Make translations for the office | 2 hours | | | |
| Afternoon activity | real hours | | | |
| Benefits in kind | | | | |
| billable hours in coordination with the school management / Hort / Kita | | | | |
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Process

Please print out your personal work hours catalogue. If you serve working hours in the school, you need to bring this catalogue and put in your working hours marked accordingly. Take this form always to your work during the school year and let your hours sign. At the end of the year we will ask you to submit your hours catalogue, latest date for submission is the 31.07. of each year. Through this process, you always have an overview of your hours you worked. Through this catalogue we will create the final bill. This topic is also mentioned in the School Contract article "parental work time".