

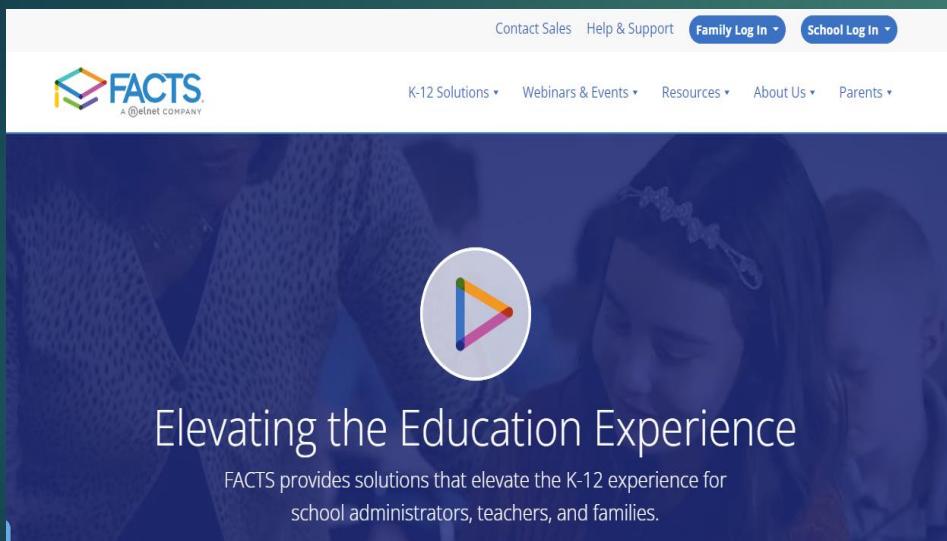


Recording Volunteer Time in FACTS

TWENTY (20) HOURS OF VOLUNTEER SERVICE PER SCHOOL YEAR IS REQUESTED OF EACH FAMILY TO WAIVE THE \$400 ADVANCEMENT FEE. LOG YOUR HOURS IN YOUR FACTS FAMILY PORTAL AS YOU COMPLETE YOUR SERVICE. ALL HOURS MUST BE ENTERED BY MAY 1ST. EMAIL **NANCY COOK** IF YOU HAVE ANY QUESTIONS.

1. Log In to your FACTS account

Family Log In

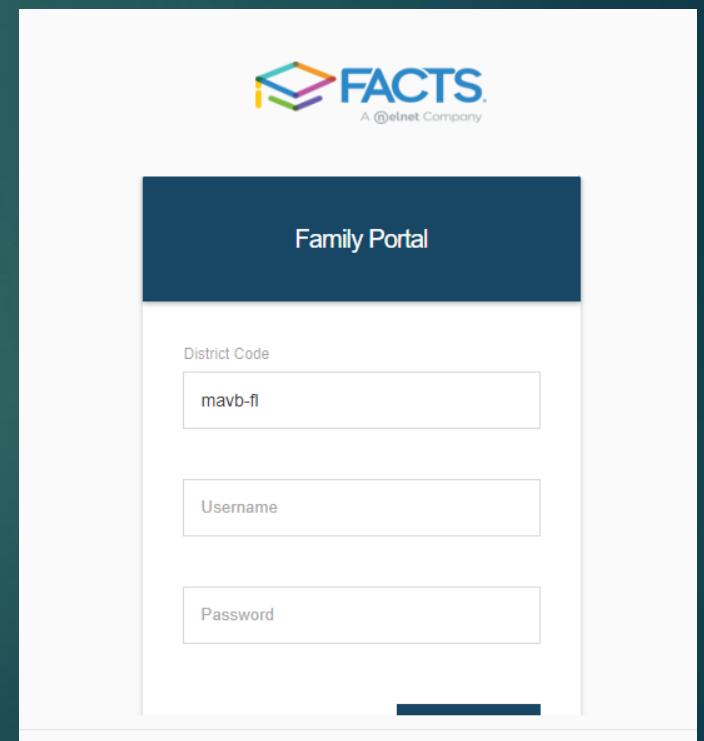


2. FACTS FamilyPortal

District Code: MAVB-FL



3. Enter Username & Password





- School
- Student
- Family** 1

[Family Home](#)[Apply / Enroll](#)[Financial](#)

2

3

Contact Info		Service Hours		Add +	Preferences
Date	Description	Hours			
8/9/2021	Volunteer on Master's Academy Campus				
Total:					

1. Select The Family Tab.
2. Choose the ADULT family member's name from drop down menu.
3. Click on Add + to record volunteer time.

**Enter date of service.
Enter number of hours.
Select the description of the service from the drop-down menu.
Add a brief description of the service in the note box.
Click on Save!**



- School
- Student
- Family
- Family Home**
- Apply / Enroll
- Financial

Service Hours - Add

Name: [REDACTED]

* Date:

* Hours:

* Description:

Note:

Verified By:

Save