



## What Can I Count as VIPS Hours?

### Non-Employees of Hurst-Euless-Bedford ISD

#### Not Eligible

Spirit Wear

Fees

Fundraisers

Booster Club Dues

Any other Item Purchased  
(banquet tickets, photography, etc.)

Lunch with your child

Business/Adopter Donations

Parents attending parent/teacher  
conferences

#### Eligible

Donation of Time Performing Volunteer Duties

Attending PTA, booster club, and other meetings

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Monetary/food items donated by an individual  
volunteer who has a VIPS User ID number and  
password

Chaperone Costs

What Will NOT Count Toward VIPS Hours for Campus or Individual Volunteers:

**Spirit Wear**...uniforms, letter jackets, t-shirts, or any other apparel. - Since the child gets to wear and keep the uniform, and it is not donated, this is a direct purchase, not a donation.

**Fees**...camp fees, competition fees, travel or food expenses at camp/competition. The parent receives something in return for these fees. They get to compete or attend camp. They are not donating the fees to the school.

**Fundraisers**...(wrapping paper, candles, etc..) - This is a direct purchase, unless the person making the purchase turns around and donates the item to the school. Otherwise, the person received an item for the money, which is the end of the transaction.

**Banquet tickets** - Since the person purchasing the tickets attends the banquet and eats the food, again, this is a direct purchase in which there is a beginning and end of the transaction.

**Booster Club dues** - Dues from a person to a club DO NOT count. **However**, if a club turns around and donates dues to a school, then the campus may receive VIPS hours in a bulk account, but the VIPS credit would not belong to a particular individual.

**Pictures/Photography** - Since the person making the purchase gets to keep the photos and is not making a donation, but making a direct purchase, this will not count.

**Lunch with Child** – Having lunch with your child does not count as VIPS hours.

**Business/Adopter Donation** – Donations may not be counted because donation converted to cash value must belong to a VIPS volunteer who has passed a background check and who has received a VIPS User ID and password. These business/adopter donations cannot be converted and entered into campus bulk accounts either.

What WILL Count Toward VIPS Hours for Campus or Individual Volunteers:

**Donations of Time** – Time spent performing volunteer duties for the school or group.

**Meetings** – Booster meetings, parent meetings, etc...

**Monetary/Food Donations** – Donations of food for activities or direct monetary donations to the group where nothing is personally received in return (food for goodie bags, breakfast, or money donated to purchase these items, etc.)

**Chaperone Costs** - Hotel expenses, food costs and travel expenses while performing duties as a chaperone.

## What Can I Count as VIPS Hours?

### Teachers and Other Employees of Hurst-Euless-Bedford ISD

\*NOTE – Teachers are the least likely of all people in the HEB community to qualify for VIPS hours credit. Most of what they do, whether during the school day or after hours, is still a requirement of their position and cannot be counted as volunteer work. This also applies to parent facilitators and other employees.

#### Not Eligible

Required work inside the classroom including, but not limited to:

- decorating classroom
- cleaning a classroom
- setting up science labs
- setting up any kind of classroom
- parent conferences, regardless of time of day or night
- grading papers
- Suzuki Strings lessons
- Suzuki workshops for which the teacher receives ANY district compensation

Required teacher work outside the classroom, including, but not limited to:

- grading papers
- attending team or goal meetings
- attending meetings or events required by principal

Organizing parent meetings as parent liaison/facilitator staff on campus

#### Eligible

-Private Suzuki Strings lessons, free of charge, above and beyond regular Suzuki lessons of any kind

-Suzuki Strings teacher pays their own way, completely, for a workshop (not one penny of compensation)

-Attending meetings outside requirements from principal; if principal requires teachers to attend two PTA meetings, the first two would not count, but the third one, and subsequent meetings, would count.

-Attending school board meetings, if not required by principal or to fulfill requirements for HEB ISD Leadership Development Program.

- Money, food, supplies, etc. purchased by an employee, then donated to the school or to students, which is not reimbursed. However the employee must have an active user id and password, and this donation may not be logged in the bulk account.