



BRIDGEPORT CATHOLIC ACADEMY

3700 South Lowe Ave; Chicago, IL 60609

Office: 773.376.6223 www.bcachicago.com

Dear Families,

For the 2025–2026 school year, Bridgeport Catholic Academy will continue using the FACTS Incidental Billing system to manage Family Service Hours. Each family will see a \$300 charge added to their FACTS account under the Incidental Agreement section. This amount reflects the full service hours requirement for the year and will have a due date of May 2026.

As service hours are completed throughout the school year, a \$30 credit per hour will be applied to your account. If your family does not fulfill the required hours by the end of May 2026, you will be responsible for paying the remaining balance.

Family Service Commitment

As outlined in our Family Service Agreement - BCA parents/guardians are required to:

- Donate **10 service hours**, or
- Pay a **\$300 Family Service Fee**, or
- Complete a **combination of both**

Tracking Hours

All service hours must be logged by parents **within one week** of completing each qualifying service.

- Hours are tracked online at:
□ <http://www.trackitforward.com>

Please Note:

- **SPORTS HOURS CANNOT BE USED TOWARD SCHOOL VOLUNTEER HOURS.**
Sports hour requirements are tracked and billed separately through our Sports Committee.

Qualifying Activities Include (but are not limited to):

- Lunch Duty (11:00 AM–1:30 PM)
- Service at fundraising events
- Home and School Event Support (faculty)
- Santa's Workshop
- Dance Chaperone
- Teacher/Staff Appreciation Week Support
- Field Trip Chaperone
- Recess Supervision
- Alumni Association Committee Work
- Classroom Assistance (as requested by faculty)
- Scholastic Book Fair Staffing
- Catholic Schools Week Activities
- 8th Grade Graduation Activities

Agreement

I acknowledge that I have read and understand the Family Service Hours expectations and agree to fulfill my obligation as outlined above.

Parent/Guardian Name (please print):

Student(s) Name(s): _____

Signature: _____

Date: _____