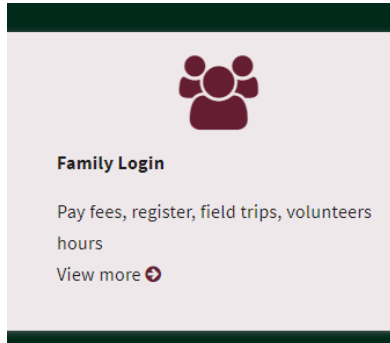


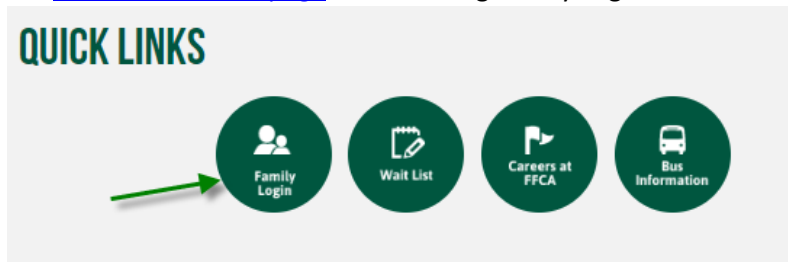
Logging Partnership Hours

To log your Parent Partnership Hours, login to the Family Login portal. You can access this page via:

- The [FFCA Main page](#) and selecting Family Login from the links at the bottom of the screen



- the [FFCA – SWE main page](#) and selecting Family Login from the Quick Links at the bottom of the screen



Choose Family Login

A screenshot of the Family Login page. The title "Family Login" is at the top, followed by the breadcrumb "FFCA Home / Parents / Family Login". Below this, it says "Please choose a login option:" and shows two buttons: "Family Login" and "Staff Login", with a green arrow pointing to the "Family Login" button. Below the buttons, it says "No Username /Password ?" and "Not sure what to do? Not yet registered to use this site?". At the bottom, it says "Click [here](#) to register, or click [here](#) for full instructions."

Which will take you to the main Family Login page (Family Zone) – this is a great page to bookmark for easy access

<https://www2.ffca-calgary.com/myhome/familydefault.asp>

Enter your user name (usually an email address) and password you have created to access the Family Zone

A screenshot of the Family Login page. At the top, there is a logo for "FOUNDATIONS FOR THE FUTURE CHARTER ACADEMY". Below the logo, there is a "Login" button. The page title is "Family Login -". Below the title, it says "NOTE: WAIT LIST LOGIN [CLICK HERE](#)". Then, it says "Please provide your login details." and shows two input fields: "Username: (usually your email address)" and "Password:". Below the password field is a "Login" button. At the bottom, it says "Forgot your password?" and "Not registered? Register NOW!". The footer contains "Copyright © 2019 Foundations for the Future Charter Academy" and "Privacy Policy".

Once you have successfully logged into the Family Zone, select Family Volunteer Hours from the menu located on the right hand side

Family Zone
[Home](#)
[Password Change](#)
[Student Directory](#)
[Family Information](#)
[Student Information](#)
[Contact Information](#)
[Pay Fees](#)
[Payment History](#)
[Family Subscriptions](#)
[Bus Subscriptions](#)
[Your Directory Info](#)
[Field Trips](#)
[Ordered Tickets](#)
[Family Volunteer Hours](#)
[Consignment Store](#)
[Your Consignment Items](#)
[Terms of Use](#)
Last Accepted: 26/02/2019
[Direct Deposit](#)
[Logout](#)
[Privacy Policy](#)
[Refund policy](#)

You will then see your Current Volunteer Hours and drop down boxes for Activity, Hours and Campus

Current Volunteer Hours
NO VOLUNTEER HOURS ON FILE

Volunteer Date : Day : Month : Year :
Activity : *
Hours : *
Campus : *

1. Update the Date the Parent Partnership activity was performed.
2. From the Activity drop down menu, select the type of Partnership activity you did

Classroom Assistance

Coaching

Guest Presenter

Community Service

Extracurricular Activities

Field Trip

Fundraising

Graduation

Guest Presenter

Hot Lunch

Library / Book Fair

Maintenance

Office Assistance

Memory Books

On Line Auction

School Council or Board Attendance & Business

Special Events

Supervision

Teacher Appreciation

Work at Home

Examples of activities you would select:

- Classroom assistance – Room parent activities, providing assistance to the teachers, photocopying, reading with students
- Field trip – attending an in-school or out-of-school field trip
- Library / Book fair – Helping in the library with shelving of books, book maintenance, etc. Working at the book fair
- Office Assistance – Helping with picture day, organizing, photocopying, activities requested by administration to assist with
- Memory books – creating or maintaining classroom memory books
- School Council or Board Attendance & Business – any School Council Meetings or activities
- Special Events – Activities generally held outside of school hours such as School Council events (BBQ, Movie Night, etc), Family Dance, Drum Fit, Spring Concert, Learning Conferences
- Teacher Appreciation – Cooking, delivering of teacher appreciation meals
- Work at home – Cutting, filing, glueing, pencil sharpening, etc. of work that is sent home by the teachers or administration

3. Enter the number of hours you were volunteering for – remember that each parent or guardian is eligible for these hours.

4. Select the campus the Parent Partnership activity was performed at

Campus : *

CHOOSE

Northeast Elementary Campus

Northwest Elementary Campus


Southeast Elementary Campus

Southwest Elementary Campus

North Middle School Campus

South Middle School Campus

High School Campus



5. Then click Create/Add

When your time has been successfully added you will be prompted with a message and you will see your hours appear in the chart.

Your Information has been submitted!
Current Volunteer Hours

6 entries for this family (24 hours) in 2019-2020.

Date	Activity	Hours	Campus	Action
19/08/2019	School Council or Board Attendance & Business	1	SWE	[Delete]
23/08/2019	Office Assistance	1.5	SWE	[Delete]

If you have any questions regarding the type of activity to select for volunteering you performed, getting more Parent Partnership hours, or general volunteer assistance, please contact the SWE Parent Partnership Coordinator at ffcaswd1@ffca-calgary.com or the SWE Administration.