

How to Log Service Hours

Go to St. Bonaventure School website Login to FACTS Parent Database

Log in with your Username and Password: District Code: sbon-ca

On the left side of the screen click on (≡) icon for the “menu”

Click on Family

Right side of screen it says “Service Hours” and to the right it says “add +”

Click add

Date: change date to appropriate date

Hours: enter the hour(s)

Description: the drop down next to description will give you a list. Select the appropriate description.

Notes: you can leave blank or add a note

Verified By: if you did hours for a teacher this is where you would list their name, but this area does not need to be filled out.

****PLEASE PLEASE make sure to click Save!!!**

If you have questions on service opportunities, contact Charissa Gonzales, Service Chair at service@stbonaventureschool.org