



SCHOOL SERVICE HOURS PROGRAM 2017/2018 SCHOOL YEAR

In order for our children to benefit from the unique talents of parents, the **Elm Grove Lutheran School Service Hours Program** has been established. The premise of the Service Hours Program is to encourage parental involvement by asking each family to volunteer hours of service throughout the school year.

This year, the Board of Christian Education (BoCE) has decided to make some changes from years past. To avoid any confusion and to stay consistent across the school, each family will be required to pay \$200 each school year to pay for the Service Hours Program fee. This is equivalent to 20 hours at \$10 per hour. The fee is per family, not per student (i.e. 3 students in one family- the family would only pay one \$200 fee). The fee will be added to FastDirect and will need to be paid before the first quarter report cards are sent home. If the fee is not paid, the student(s) will not receive their report cards. If the service hours are met throughout the year, the family would be refunded the full \$200. If only partial hours are met, the remaining hours will be deducted from the \$200 at a rate of \$10 per hour. If no hours are recorded, the family will not receive a refund. Any monies collected after refunds are complete will be placed in a service hours fund which will be managed by the school office staff and used for service or school projects. However, the goal of the service hour program is not to make money, it is to be involved at school and help grow the community. If you do not feel that you can support this program, we ask that you meet with the BoCE to discuss this matter in confidence. Family service hour commitments may be reduced or excused by the BoCE and will be documented by the service hour coordinator.

In order to document service hours, each teacher, the office and the lunch room will have a Service Log Folder where each of their students Family Service Log Form will be located. If you have several children, it will not matter which sheet you log your hours on; however, please just log them one time for each service performed. Your child's teacher may also log this time for you if you have offered your time and talent on behalf of their classroom. In addition, you may email your service hours to servicehours@egl.org. An update on logged service hours will be reported to the BoCE quarterly and will be sent home with the oldest child's quarterly report card.

A summary report of service hour activities will be generated and distributed by the service hour coordinator at the conclusion of each semester. All service hour discrepancies may be resolved by contacting the service hour coordinator at servicehours@egl.org or by meeting with the BoCE.

The Lord has indeed blessed each and every one of us with many gifts and talents useful in serving others. Elm Grove Lutheran School provides many opportunities for service throughout the course of the school year. Volunteers are a very important part of many of the activities and programs that are offered at our school. We would like to help you find avenues in which your special gifts and talents can be shared with others. Please look through the following list of opportunities to serve here at Elm Grove Lutheran and highlight any areas in which you would be willing to serve. Each year, we distribute this list of opportunities so we can update our files of areas you are interested in serving. If you would like to help in an area that is not listed, please let our service hour coordinator know.

Signature: _____ Date: _____

(parent/legal guardian)

FAQ's-

Q- Do Choice families have to participate in the Service Hours Program?

A- By law, Choice families are not required to volunteer. However, it is strongly encouraged that all families volunteer so that our school can grow and run smoothly.

Q- I have one child that is Choice, and one child that is not Choice. Do I still have to participate?

A- Yes. If one child is not Choice, you are still required to participate on behalf of the child that is not Choice.

Q- How often will service hours be tallied and refunds sent out?

A- Hours must be submitted by April 1st. Any hours submitted after that (even if they were completed before then) will apply towards the next school year. The service hour coordinator will submit the total to the office by May 1st. Refunds will be mailed out by June 1st.

Q- Will refunds come as printed checks, or be rolled over to the service hour fee for next year?

A- This is your choice. When submitting your hours, please let the service hour coordinator know what your intentions are. If no choice is specified, it will automatically roll over towards the next year's service hour fee (unless your youngest child is graduating 8th grade; then you will receive a printed check).

Q- I have already completed my 20 hours for next year. Do I still need to pay the \$200 service hour fee?

A- Yes. To avoid any confusion, every family will be charged the service hour fee, even if the hours are complete before the school year starts.

If there are any other questions, please feel free to reach out to the BoCE. If any clarification questions are sent to the service hour coordinator, they will be forwarded to the BoCE.

During school hours:

- * Assist with the **lunch** program. Help serve lunches and clean up in the kitchen. Service is needed Monday thru Friday. Sign up any day you can help.
- * Assist in the **school** library. Volunteers are needed to help with story times, book circulation, and re-shelving of library materials.
- * Assist as a **Room** Parent. Volunteers are needed to work with a group of parents to assist with class parties and possibly field trips. Please contact the Room Parent Coordinator to find out how you can help.
- * Assist with the **P.E.** program. Volunteers are needed to supervise events, record results, and fill out ribbons.
- * Assist with **Accelerated** Reader. Volunteers are needed to work with individual students in a variety of areas.
- * Assist with **EGL** Fund Raiser. Volunteers are needed within the first month of school to help promote our yearly school fundraiser.
- * Assist with **National** Lutheran Schools Week and Book Fair. Volunteers are needed to help with planning events, publicity and decorations.
- * Assist with the **Art** Fair. Volunteers are needed to help with set-up and take-down of projects.
- * Assist with **photography** during various events during and/or after school hours.
- * Assist with **End** of the Year Picnic.

Evening or on weekends:

- * Assist with the annual Birthday Breakfast for Jesus (usually the first Saturday in December). Volunteers are needed to assist with publicity, food, and set-up, clean up, entertainment, music and a variety of other tasks.
- * Assist with Vacation Bible School during the summer.
- * Assist with Sunday School.
- * Assist as a nursery attendant during church services.
- * Assist as a PTL Officer.
- * Assist with the SCIPS Fund-raiser Program.
- * Assist with changing bulletin boards in our school hallways.
- * Assist with child care for parents attending

meetings at church or school.

- * Assist with the Spirit Basketball Tournament in February. Volunteers are needed in a variety of areas including publicity, concessions, and admissions.
- * Assist with coaching or refereeing sporting events.
- * Assist with supervision of halls, restrooms or concession sales during sporting events.
- * Assist with the scouting programs.
- * Assist with serving for special events.
- * Assist with the set-up needs for special event such as concerts, musicals and plays. Service in this area is needed throughout the year for specific events.
- * Assist with take-down needs for special events.
- * Assist with painting areas of our facility.
- * Assist with major and/or minor repairs and improvements of our facility.
- * Assist with landscaping and other regular care of our school grounds.
- * Assist with shoveling snow during the winter months.
- * Assist with general cleaning throughout the school building.
- * Assist with special classroom cleaning such as washing desktops and cleaning chalkboards.

At home in the evenings or on the weekends:

- * Assist classroom teachers with tallying book orders.
- * Assist with baking or providing treats for various events.
- * Assist with making posters.
- * Assist with making phone calls.
- * Offer to build props, shelving units, cubbies or other storage areas to be used within our facility.
- * Help wash toys or other classroom manipulatives.
- * Help teacher's shop for supplies for special projects.
- * Assist teachers with checking out library books from public libraries.
- * Assist classroom teacher by tracing, cutting or coloring items for class projects.
- * Help contact new families within our school to welcome them and help them become familiar with programs, events and service opportunities at EGL.
- * Offer to help with sewing items or making banners for classroom or worship use.