



SCHOOL SERVICE HOURS PROGRAM

2016/2017 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 per semester to EGL School over the course of the school year.

10 hours total per semester for families of children in grades **K – 8**

5 hours total per semester for families that have children only enrolled in the **Pre-school** program

If the minimum of **Service Hours** is **not met** at the end of each semester, it will be rectified by a **\$10 per hour donation**. Any monies donated in lieu of service will be placed in a Service Hours Fund which will be managed by the PTL and used for service or school projects. If you do not feel you can support this program, we ask that you meet with the Principal to discuss this matter in confidence. Family Service Hour commitments may be reduced or excused by the Principal and will be documented by the Service Hour Administrator.

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 e-mail your service hours to servicehours@egl.org. An update on logged service hours will be sent home with the oldest child's quarterly report card.

A summary report of families Service Hour activities will be generated and distributed by the Service Hour Administrator at the conclusion of each semester. All service hour discrepancies may be resolved by contacting the **Service Hours Administrator, Kristina Poppe**.

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 hours coordinator know!

Signature: _____
(parent/legal guardian)

Date: _____

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.