

Trinity Lutheran School and Preschool

Springfield, Illinois

Christ-Centered † Excellent Academics † Family Focused † Serving Others

2017-18



TRINITY
LUTHERAN CHURCH & SCHOOL

Volunteer Handbook

Welcome

Welcome to all the volunteers at Trinity Lutheran School and Preschool. We are thankful for your dedication, service, and time commitment. We appreciate your willingness to join us to help instill in our students compassion, citizenship, composure, creativity, clear thinking, curiosity, effective communication, and collaboration. With your help, we can further enhance our school's mission by "*Sharing Christ and Meeting Needs*" in our school and community.

The purpose of this handbook is to be used as a resource about the various ways to assist/lead activities available at Trinity. The handbook will give information about each volunteer opportunity, time commitments, and guidelines to follow.

The staff and students of Trinity look forward to your continued interest, support, and involvement in our school. Enjoy your time with us and do not hesitate to share your insights and questions. Thank you for making a difference in the lives of our students here at Trinity!

Definition

Volunteer: works with students in and around the classroom with a teacher present or helps at school sponsored events.

Procedures

*Please sign in and out of the building at the school office. Always wear a visitor badge while school is in session.

* Be familiar with the school handbook and the rules of the classroom in which you are volunteering.

*When volunteering in classrooms or on field trips make other arrangements for siblings.

(See Parent/Student Handbook for a full description on field trip policies)

*Fill out required forms/applications prior to volunteering.

Conduct

***Attire**-Dress for the activity in which you will be participating. Avoid inappropriate or suggestive clothing.

***Confidentiality**-Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers, and students.

***Communication**- Be honest and open in communication to staff and administration. If you feel a problem persists, please share your concerns with them.

***Dependability**-Please follow through on tasks by attending to scheduled times and please let us know if you cannot volunteer at your scheduled time.

***Respect**-Practice patience and understanding toward the children and staff. Respect the teaching learning process by not using your volunteer time for an informal parent-teacher conference or conversation.

***Role**-As a volunteer you are at school to support the needs of the teachers, students, or program.

As a volunteer, you are not expected to be responsible for administering discipline. Other than positive redirection and removing children from difficult situations, if disruptive behavior arises, please seek assistance from a teacher or administrator.

Trinity Lutheran School and Preschool

Volunteer Activity Application

Name _____

Address _____

Home Phone _____ cell or work _____

Email _____

1. I agree to be bound by the principles, policies, and procedures contained in the parent/student and volunteer handbooks.
2. I understand a background check will be done by Trinity to volunteer as a tutor or test reader.

Name

Date

Prefer email

Prefer text to _____

Number

FAMILY NAME _____

Volunteer Opportunities
Please mark your volunteer choices
***means during the school day**
Walk-a-thon (September)

- order and sort prizes (before) (1-2 hours)
- *hand out prizes, count laps, sort fliers (during) (2 hours)
- count money, finish collections (after)(1hour)

***Parent's Day** helpers (November)

- Book fair Pre-school parent's day (1-2 hours)
- Book fair K-8 Parent's day (1-2 hours)
- (K-8) welcome (coffee/breakfast) (1-2 hours)
- set up refreshments (1 hour)
- Coordinate Book Fair (1-2 hours)
- Cashier Book Fair (1-2 hours)

1-4 Advent (December)

- Fold programs (1/2 hour)
- Costume help (varies)

5-8 Advent (December)

- Fold programs (1/2 hour)
- Costume help (time varies)

Pre-school-Kindergarten Christmas Service

(December)

- Buy and set up cookies (1 hour)
- Pass out programs (1 hour)
- Serve cookies (1 hour)
- Fold programs (1/2 hour)

Admin Professional Day (April)

- Organize gifts (1/2 hour)

***Tutoring** (varies)

- grade level_____ (1 hour)

Christmas Eve (December)

- Hand out/collect candles 7:00 service (1/2 hour)
- Hand out/collect candles 11:00 service (1/2 hour)

Dance – (January)

- set up/coordinate (varies)
- buy cookies, make punch, decorate (varies)
- manage cookie table (1 hour)
- clean up (1 hour)

Trivia night – (January)

- Work registration table (1-2 hours)
- Set up (1 hour)
- Clean up (1 hour)

***Grandparent's Day** helpers (February)

- (Pre-school) Monitor cookies (1 hour)
- Set up refreshments (1 hour)
- Clean up (1 hour)
- (K-8) welcome (coffee/breakfast) (1 hour)
- Pre-school Grandparents day (1 hour)
- K-8 Grandparents day (1 hour)
- Coordinate Book Fair (1-2 hours)
- Cashier Book Fair (1-2 hours)

Pre-school/Kindergarten open houses

(February)

- Set up snack (1/2 hour)
- Clean up (1/2 hour)
- Registration table (1 hour)

Father/daughter (Spring)

- Coordinate (1hour)
- Set up (1hour)
- Clean up (1hour)

***means during the school day**
Pre-school Spring Show (Spring)

- Assemble props (1hour)
- Pass out programs (1/2 hour)

NLSA Accreditation (April)

- organize meals (1-2 hours)
- *set up, serve, and clean up lunch for accreditation team (1-2 hours)
- set up, serve, and clean up dinner for accreditation team (1-2 hours)

Teacher Appreciation Week (May)

- Organize/set up breakfast (1hour)
- Organize/set up lunch (1hour)
- Organize teacher gifts (1hour)

Musical (May)

- Order/Handout Dilly Bars (1hour)
- Help with costumes (1-2 hours)
- Help with stage (varies)

***Primary Track Meet (Late May)**

- Organize coolers/water bottles
- Buy/manage popsicles (1-2 hours)

Class Parties (please specify which grade)

- Organize party _____grade/s
- K-8 Christmas Parties _____grade/s
- K-4 Valentine's Day Parties _____grade/s

***Art Outreach (please specify which grade)**

- Present art and lessons to students (lessons provided) (1-2 hours) _____grade/s

***Mystery Reader**

- Read to students K-1 (1/2 to1 hour) _____grade/s

***Reading Buddy**

- Listen to students read (K-2) (1/2 to 1 hour) _____grade/s

Pre-school Graduation (May)

- Buy and set up cookies (1 hour)
- Pass out bulletins (1/2 hour)
- Serve and clean up cookies (1 hour)

SPAN nights (Student Parent Activity Night) (various times)

- Prep activities
- Activity helper
- Clean up

AR Auction (December and May)

- Grades 5-8 sort/organizes prizes (December) (1 hour)
- Grades 3-8 sort/organize prizes (May) (1 hour)

Art Pictures (anytime)

- Take pictures of art work in hallways throughout the year and post using the Artsonia App.(1-2) hours each time.

Craft Fair (March)

- Coordinate vendors (1-2 hours)
- Welcome Crew (1-2 hours)
- Security (1-2 hours)

***Test Reader (Varies)**

- Read tests to students (1 hour)

***Christmas Store (December)**

- Coordinator (2-3 hours)
- Helper (1-2 hours)

