

TRINITY LUTHERAN SCHOOL VOLUNTEER OPPORTUNITIES



**“I have given you a model to follow, so that as I have done for you, you should also do.”
John 13:15**

**Trinity Lutheran Church and School
4740 N State Highway 83
Franktown, CO 80116
303-841-4660**

(Updated July 2011)

Dear Volunteer Parent,

Trinity Lutheran School wants to thank you for making the commitment to volunteer your time and effort. We understand it is difficult to find the time to volunteer with busy work and life schedules and that it is a sacrifice to be involved here at school. We appreciate you and your family for everything you do and want to thank you for your heart-felt desire to become involved. We could not do all that is done here at Trinity without you!

Your child's education is one of the most important investments you will make for their future. Volunteering is a great way to connect with the school and have a hands-on experience with your child's education. Few joys are greater than to see a student's face light up when he/she exclaims "My mom is helping in my classroom today" or "My dad is helping to serve lunch!"

We believe success comes from strong teamwork, and pledging to work together to serve our Lord brings Him glory. I Corinthians 12: 4-6 tells us,

"There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men."

Trinity Lutheran School extends this invitation to you to join us in serving our Lord by using those different gifts, kinds of service, and kinds of working so that one day we may all hear "Job well done, good and faithful servant."

Thank you, again, for your dedication to this ministry,

Trinity Lutheran School

Trinity Lutheran School asks that each family contribute a minimum of 20 hours of volunteer service during the course of an entire school year, or pay a Volunteer Fee of \$200. The fee may be paid at Registration Night, or be assessed at the end of the year. The school will track the hours in a log book located in the office. Parents are responsible for reporting their service via communication with the office and/or sign-in sheets so the hours can be properly accounted for. For the protection of our students, volunteers who have direct contact with children are required to have a background check. Volunteers who serve during the school day are required to sign in at the school office and receive a volunteer badge. The only exception to this is the lunchroom helpers, who may sign in at the kitchen the day of service. Every effort will be made to provide proper training and supervision of all volunteers.

OPPORTUNITIES TO SERVE

P.T.C. VOLUNTEER OPPORTUNITIES

Opportunity	Time	Description
Box Tops/Labels	Anytime	Collect, cut, count box tops each month. Turn them over to PTC coordinator to be mailed. Reward events for class winners.
Early Dismissal Club Assistant	After School	Assist the director with the day's activity on the first Wednesday of each month from 2:00 – 3:30 p.m.
Lunch Room Server/Helper	Lunch time	Clean the tables, set up chairs, restock the paper goods as needed, get the food ready to be served, serve the lunches, collect lunch cards and milk cards, monitor the lunch room, clean up, etc. . (11:15 am-12:45 pm)
Lunch Server/Coordinator	Any Time	Help create a schedule for servers for each month. Recruit helpers. Send a monthly schedule to servers and school staff
Social Committee	Anytime	Help prepare social events throughout the year. Examples: BBQ's, picnic, dance, Red Ribbon event, luncheons, dinners.
Staff Treat Coordinator	Anytime	Schedule parents to bring treats for for faculty meetings.
Staff Treats	Anytime	Occasionally bring treats for staff at faculty meetings.
Teacher Gift Committee	Anytime	Help prepare and plan gifts for special occasions for staff.

SCHOOL DAY VOLUNTEER OPPORTUNITIES

Drama Assistant	School day	Music, choreography, costumes, scenery
Driver	School day & after school	Field trips, sports activities
Library Assistant	School Day	Help the teacher check library books in and out. Shelve returned books. ½ hour once a week.
Office assistant	School Day 2:00-3:15	Help with office duties, phones, etc.
Organist/Pianist	School Day	Be available to play for chapel services or rehearsals and some evenings performances.
Recess Assistant	School Day	During the day, morning or at lunch time. Assist the teacher in the supervision of the children. Help direct activities.
Room Mother/Father	School Day	During the day for special events, parties. Contact parents, arrange for games, and food. Plan, organize and enlist help for the class parties. Purchase supplies or request money as needed. Duties include: Christmas, Valentine's Day, and Easter. Organize activities for end of the year picnic, organize snacks for ITBS testing week, help teacher as needed or requested, coordinate teacher gifts for Christmas an end of the year.
Teacher Assistant	School Day	Assist with copying, filing, art, music, technology, or in whatever way you can assist.

AFTER SCHOOL VOLUNTEER OPPORTUNITIES

Activity Club Leader	After School	TLS would like to add after school activities. Can you direct a hand chime group, lead a chess club, computer club, etc?
Coach / Ass't Coach	After School	Girls' volleyball (fall) , Boys Soccer (fall) Boys/Girls basketball (winter) & track (spring)
Referee	After School	Home games - basketball, volleyball, soccer
Scoring/Timing	After School	Home games – basketball, volleyball, soccer

OTHER VOLUNTEER OPPORTUNITIES

Auction Committee	Anytime	Plan and coordinate an auction fundraiser. Solicit auction donations.
Cleaning	Anytime	Give classrooms a periodic thorough cleaning. . . windows, desk tops, shelves. Arrange with teacher.
Fundraising Committee	After school	Plan, organize, and do one or two fundraising activities.
General Repairs	Anytime	Painting, carpentry, plumbing, electrical
Marketing Committee	After school	Planning, meetings; work assignments, create press releases
Photographer	Anytime	Take photographs at school, events, athletic events, socials, etc.
SCRIP	Mornings and/or Sunday mornings	Organize, publicize, order, and sell gift cards
Snow removal	Before school	Clean sidewalks & entrance areas
Technology	Anytime	Help with infrastructure support, teach a class, lead a club
Volunteer Coordinator	Anytime	Help organize and coordinate the volunteers, keeping records, liaison between staff and volunteers
Yearbook Assistant	Anytime	Help the teacher/sponsor - photography, layout
Yard Work	Anytime	Mow the grass, care for the outdoor basketball and volleyball courts water flowers, trim bushes, etc.
Other		We encourage you to use the gifts God has given you in serving the children at TLS. Give us an opportunity to determine how we may use your talents.

Please do not be overwhelmed by all the opportunities to serve. We sincerely hope you will find something that is a good fit for you to serve at Trinity Lutheran School. Please fill out the attached "Volunteer Sign-Up Form" and return it with your registration paperwork. A member of the school staff or the PTC coordinator will contact you and help you get started.

Thank you again for your service!