

# Our Father's Lutheran School



## Volunteer Handbook

6023 S. 27<sup>th</sup> St. Greenfield, WI 53129

School Office: 414-282-7500

# **Our Father's Volunteer Handbook**

## **Welcome and Mission**

Welcome to all volunteers here at Our Father's Lutheran Church and School. We thank you for your service and time commitment. With your help, we can further our school to reach the individual needs of our students.

Our Father's encourages all volunteers to be a responsible, cooperative team member and a good decision maker. Most importantly volunteers should be a Godly role-model for our students. These ideals are reflected in our school mission statement:

**"The mission of Our Father's Lutheran School is to assist parents in their God-given responsibility to educate their children and train them in the one true faith in Jesus Christ."**

This handbook is designed to provide you with information that will assist you in your volunteer position. It is our goal that the time you spend here is enjoyable and beneficial for both you and for our school. Thank you again for making a difference in the lives of students at Our Father's Lutheran School!

## **Benefits of Volunteering** (from Thrivent Magazine, June 2017)

- ◆ Volunteers report an increase in social connections, lifespan, quality of life, self-esteem, healthy lifestyles, physical activity, and brain function.
- ◆ Volunteers report a decrease in blood pressure, loneliness, depression, stress, pain, and hospitalization.
- ◆ Volunteers over 50 are 47% more likely to have their cholesterol levels tested, 30% more likely to get flu shots, and they spend 38% fewer nights in the hospital.
- ◆ After 2 years of volunteering, female volunteers walked an average of 1,500 more steps per day than non-volunteers.
- ◆ People who volunteer monthly report being 'very happy' 7% more often than non-volunteers.
- ◆ People who volunteer every 2-4 weeks report being 'very happy' 12% more often than non-volunteers.
- ◆ People who volunteer weekly report being 'very happy' 16% more often than non-volunteers.

## **Volunteer Procedures**

- ◆ Please park in the school parking lot. Childcare parking spaces need to be left open for Childcare families.
- ◆ Sign in and out of the building at the school office. Always wear a visitor pass while school is in session.
- ◆ Be familiar with the school handbook and the rules of the classroom you are working in.
- ◆ Please ask office staff if you need office supplies.
- ◆ Be honest and open in communication to staff and administration. If you feel a problem persists, please share your concerns with them in Christian love.
- ◆ As a volunteer you are not 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.

## **Volunteer Conduct**

- ◆ If you are unable to volunteer at your committed time, please notify the appropriate staff member.
- ◆ Please be prompt to your appointed task.
- ◆ Good manners & common courtesy are expected from you. Please role model & expect the same from the children (i.e. “please,” “thank you,” etc) to be consistent.
- ◆ Always direct other parents’ concerns to the classroom teacher or administrator. It is the school’s responsibility to inform parents on student progress and behavior.
- ◆ Please refrain from physical contact with the students. A nurturing or comforting touch can be important. Unfortunately, touching is an action that can be misconstrued.
- ◆ Please follow the “open door rule” if you are working one-on-one with a student.
- ◆ Our Father’s prohibits the use or possession of illegal substances, alcohol, & tobacco at all times when on the premises, while conducting Our Father’s business or using Our Father’s equipment. This does not include prescription drugs taken as directed by an individual’s doctor.

## **Student Safety**

- ◆ Every effort is made to ensure the safety of students. The following policies and procedures are required:
- ◆ First Aid should be administered as gently and respectfully as possible. Ask for assistance. All teachers are trained in CPR and first aid.
- ◆ All medications must be stored in the office.
- ◆ All medications must only be given by the office staff or a parent/guardian.
- ◆ Please report any major accidents to a staff member so they may fill out an accident report.
- ◆ Supervised children should always be within your sight.
- ◆ Be familiar with the school handbook and guidelines for reporting suspected child abuse.

## **Field Trips**

- ◆ Children not enrolled at Our Father's should not accompany the class on the field trip unless the principal has granted special permission.
- ◆ Siblings can be distracting to students and to you as a volunteer. Make this time special for the school children by giving them your undivided attention. It is requested that you make other arrangements for younger siblings (unless approved by the principal).

## **Confidentiality**

- ◆ A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers, and students. Our Father's retains the right to ask parents and family not to volunteer if this confidentiality is not kept.

## **Background Checks**

- ◆ Volunteers who are in a position to have one-on-one contact with any students will need to submit information for a background check to the principal.

## **Volunteer Events**

**Please contact the school office for events not on this list or to speak with event coordinators.**

### **Room Parent**

The responsibility of room parents is to coordinate various celebrations in the classroom during the year. A complete list of room parents' names will be sent home following the start of the school year. The room parents traditionally organize two parties per year: a birthday party for the teacher and a Christmas party. Additional parties must be approved by the principal and classroom teacher.

Please speak with your child's classroom teacher if you are interested in serving as a room parent.

### **Field Trip Chaperone**

Chaperones have the responsibility to assist the teacher in the supervision and safety of the children.

When chaperoning, the expectation is that the children in the family of the chaperone will not be attending unless the children are in the classroom of the field trip. If the field trip allows extra chaperones/guests, this will be communicated at the time the field trip is shared with families. A fee may be charged, if applicable.

### **Read-a-thon, Sept. 30-Oct. 11**

This is a fundraiser for the school. Funds received are used for Parent Advisory Committee sponsored school activities.

Event coordinator: 1-2 people

Meeting with classes in regards to questions: 1 person, 2-3 hours, 1 week before event

Publicizing the event and encouraging families/students to participate: unlimited

### **Trunk or Treat, October 25**

This is a trick or treat event in a safe, family atmosphere.

Event coordinator: 1 person (responsible for sending out fliers asking for Trunkers)

Shopping: 1 person. Purchase gift cards for best-decorated cars and S'more fixings

Set up: 3-4 people, 1-2 hours, right before event. Also, directing "Trunker" cars where to park

Clean up: 4-6 people, 1-2 hours, after event

## **Secret Santa, December 6**

This event allows the school children to purchase Christmas gifts for their family and friends.

Event coordinator: 1-2 people

Set up: 3-4 people, 2 hours, 2 nights before event

Gift Wrapping: 8:30-12 the day of the event, 4 people assisting children by wrapping their purchases

Assistants: 2-3 people-Assist the children in finding and picking out gifts

Clean up: 3-4 people, 1 hour, after event

## **Christmas Around the World (Free Event), December 7**

This event celebrates Christmas in a safe, family atmosphere.

Event coordinator: 1-2 people (responsible for sending out fliers, putting together spreadsheets showing families who've RSVP'd and determining quantities of food and goody bag treats to purchase)

Shopping: 1 person, 1-2 hours, 2 weeks before event. Purchase gifts for goody bags and raffle prizes and crafting tables and 1-2 hours, day before event for food purchases.

Goody Bag assemblers: 10 people/ 1 hr, several days before event. Student council normally assists with this.

Kitchen helpers: 4 people 6:00-9:00 am, day of event

Food Servers: 4 people 8:00-9:00am, day of event. Student Council usually assists with this.

Craft Table Helpers- 2 people 8:00-10:00am. Student Council usually assists with this.

Registration Table- 1 person 8:00-9:00, day of event. Student Council assists with this too.

Elf: 2 hours. Assist children up to Santa's lap and give them goody bags.

Set up: 6-8 people, 2 hours, night before event.

Clean up: 6-8 people, 1 hour, after event

## **Easter Egg Hunt, Saturday, April 11th 10:00-11:00am**

This event celebrates Easter in a safe, family atmosphere.

Event coordinator: 1 person (responsible for sending out fliers, putting together spreadsheets showing families who've RSVP'd and determining quantities of candy and goodies to purchase)

Shopping: 1 person. 1-2 hours 3 weeks prior to event to purchase items for Easter eggs and raffle prizes and 1-2 hours, day before event for food purchases.

Easter Egg stuffers: Student Council usually volunteers for this

Set up: 6-8 people, 1-2 hours, morning of event (hiding eggs, putting out craft projects tables and setting up food and drink tables) Student Council usually volunteers for this, too.

Clean up: 6-8 people, 1 hour, after event

### **Walkathon May (final date TBD)**

This event is a major fundraiser for the school.

Event coordinator: 1-2 people (responsible for sending out fliers, putting together spreadsheets of RSVP'd families to determine t-shirt orders that need to be placed)

Shopping: 1 person. 1-2 hours, 1-2 days prior to walkathon. Purchase food for the lunch served after the walkathon

Donation Requestors: Contact businesses requesting donations that can be raffled off during the walkathon

Financial-tabulate contributions per team and deposit checks.

Kitchen helpers: 4 people 12:00pm-2:00 pm day of event

Grillers: 4 persons to grill food prior/during event 1-2 hours

Set up: 6-8 people, 1-2 hours, morning before event.

Clean up: 6-8 people, 1 hour, after event

## PLEASE RETURN TO SCHOOL OFFICE BY FRIDAY, SEPT. 6

If you are interested in serving as a volunteer for any of the events listed in this handbook, please list those positions/events you are interested in below. Please note, returning this form does not mean you must volunteer. It simply notifies the school and event coordinators of interested volunteers who are willing to be contacted.

Event/Position: \_\_\_\_\_

Event/Position: \_\_\_\_\_

Event/Position: \_\_\_\_\_

Event/Position: \_\_\_\_\_

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Event/Position: \_\_\_\_\_

Event/Position: \_\_\_\_\_

Event/Position: \_\_\_\_\_

Event/Position: \_\_\_\_\_

I am interested in helping with events not listed in this handbook: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Phone

**Please return this form to the School Office by Friday, September 6.**