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Lawrenceburg Educational Grant Program



Approved Service Learning Project Organizations & Activities Handbook

REVISED 09/20/11

Service Learning Project Guidelines

The Dearborn Community Foundation, Inc. (DCF) is pleased to administer the City of Lawrenceburg Educational Grant Program. It is the intent of the City of Lawrenceburg to financially assist graduates of Lawrenceburg High School who pursue a post-secondary education and who meet specific eligibility criteria. This grant program began with the Class of 2002. Educational grants for the 2011-2012 academic year were \$1,800 per recipient.

- Students are currently required to complete at least 50 hours of approved Service Learning hours, over the course of his/her high school career, in order to be eligible for the Lawrenceburg Educational Grant following graduation.
- Volunteer activities are reviewed and approved based on whether or not the activity provides a benefit to the Lawrenceburg community and/or Dearborn County community.
- Students must complete a Service Learning Report form for each volunteer activity completed.
 - Report forms are available at LHS Main Office, the DCF office or at the DCF website: www.dearborncf.org.
 - Completed forms MUST be completed and signed by the organization's Authorized Representative who oversaw the volunteer activity. A narrative is to be completed by the student addressing each of the questions asked on the form.
 - Students must also sign the form.
 - Incomplete forms or forms for unapproved organizations and/or activities will **NOT** be accepted.
 - The report form **MUST** be submitted to **DCF within 90 days** of each date of service to receive credit for the services performed.
 - The student/parent must sign a log book at the DCF Office as an acknowledgement of hours submitted. This is **not** an approval of hours. A letter will be sent to the student regarding approval of hours.
 - Please ask the Authorized Representative to round off hours to the nearest quarter hour.

Any volunteer activity not shown on the approved list must first be approved by the DCF. If a student has an activity they he/she wants to participate in, the student may phone the DCF office to request approval. Any volunteer report forms received for non-approved organizations/activities will **NOT** be accepted. **Political activities, such as campaigning at a polling place for a candidate, are not approved activities. Volunteering at a business will not be approved.**

- Organizations and activities are periodically added to the list, when approved by DCF. Please check the list on our website regularly and/or pick up another booklet to obtain the most up-to-date approved list of organizations and/or activities.
- DCF encourages students to keep a copy of the Service Learning Report Form(s) for their records.
- Please see the application on our website: dearborncf.org for a complete list of guidelines & criteria.
- All required Service Learning volunteer hours must be completed AND approved Service Learning Report forms must be on file in the DCF office **no later than 4 p.m. on the Friday preceding LHS graduation date** each year.
 - Hours for Seniors completed following LHS' graduation date and/or Service Learning Report forms received after LHS' graduation date will not be considered.
 - It is the student's responsibility to make sure the appropriate number of hours have been completed and that his/her Service Learning Report forms are on file in the DCF office prior to his/her graduation date.

For questions, phone the DCF Office at 539-4119 or visit our website at dearborncf.org.

American Cancer Society (Relay for Life) Key Club Director 537-7219
Setting up, breaking down, concessions, luminaries, etc.

American Red Cross Dearborn & Ohio County Chapter Peggy Stahr 537-9036
Chapter clean-up, clean mannequins, data entry.

Aurora Firecracker Festival Mike Peters 926-2909
Mailing lists, computer work, help with the silent auction, and other tasks

Aurora Public Library District Mary Alice Horton 926-0646
Dusting, straightening shelves, general cleaning and outside clean-up.

The Baby Basket Donna Porter 926-3064
Assist customers, sort, arrange and repair clothing and clean and repair toys, make wipes packages, arrange items, complete paperwork, stock food, mark items, unpack items, remove trash and learn community resources.

Beta Sigma Phi Karen Gates 537-2904 (please call after 5:30 pm)
Assistance is needed for a variety of projects throughout the year.

Big Brothers Big Sisters Laura Rolf 812-637-1235
Teen Pal Volunteer—Mentoring Central Elementary and Greendale Middle School children with weekly get-togethers. Also, assistance at match activities, PR functions and help with fundraising.

Central Elementary School Principal Ralph Haynes 537-7279
Library or Custodial help from 2:30 - 4:00 pm daily. Would prefer students who could commit to a set number of volunteer hours.

Citizens Against Substance Abuse (CASA) Donna Thacker, Community Coordinator - 812-537-5065; Officer Nancy Weldon, CASA President, 812-537-8860
Project Assistance—CASA addresses alcohol, tobacco and other drugs problems and issues in Dearborn County. PACT (Prevention And Cessation of Tobacco) operates within this group as well addressing only tobacco. CASA/PACT holds monthly meetings as well as events, trainings, etc. and grants money to many programs in Dearborn County and invites students to participate by assisting with projects/programs.

City of Aurora 926-1777
Raking leaves in the park.

City of Greendale Mayor Hedrick 537-9219, Dewayne Uhlman 537-1321
General Assistance
Mary Jo Lynch, City of Greendale Clerk-Treasurer, 537-1750
Assistance distributing City of Greendale calendars

City of Lawrenceburg Dennis Carr 532-3550
Assistance with painting and beautification projects.

City of Lawrenceburg/Pat O'Neill Pool Deedee Abbott 537-3860
Assistance with pool concessions, clean-up, restocking, etc. 537-9219. (Volunteer work only!)

City of Lawrenceburg Police Department Brian Potts 812-654-8833 or 812-221-0315
Cleaning

Community Mental Health Center
DIRECTIONS! Jascia Robinson 537-3473
Think Smart, Stay Safe Program —The student will be the leader of a small group of fourth graders assisting in name tag and team banner creation and preparing and presenting role plays and lead discussion.

Dearborn Adult Center Marie Edwards 539-3113

Preparing mailings, working on newsletters, helping with the Friday Jamboree, etc.

Dearborn Community Foundation, Inc. Andrea Nappier 539-4115

Various jobs around the office

Dearborn County Clearinghouse for Emergency Aid, Inc. Karry Hollan 926-1198 Roberta Haag

Sorting and distributing food and clothing, especially in the summer and during holiday seasons. Help also needed sorting toys and matching up wish lists for Children's Coalition at Christmas. Also assistance needed with fundraisers for the organization.

Dearborn County Girls Club Kate Traud-Detmer 812-655-3625

Lead small group activities, help leader direct large group activities such as crafts, games, skits, set-up before meeting and clean-up after.

Dearborn County Hospital Eva Carr 537-8190

Christmas Party for Children

Dearborn County Purdue Extension Service Mike Hornbach 926-1189

Assistance needed for collating, stapling, stuffing envelopes, 4-H & Community Fair volunteering, assisting Master Gardeners with projects, assisting with workshops.

Dearborn County Water Rescue Sherri Black, Bill Black or Steven Jackson 537-3971 or 290-7683

General office work, cleaning floors and vehicles, and miscellaneous project help needed

Dearborn Highlands Arts Council Marilyn Bower 926-1779

Hospitality Assistant—Hand out programs and serve refreshments at Library Classics Series events. Attire would be a black skirt/slacks and a white shirt.

Marketing Associate—Putting up fliers for upcoming events at local merchants and public spaces.

Dollars Against Diabetes (Diabetes Research Institute) John Kime 537-1062

Donation Collections—Please contact Mr. Kime at the beginning of June each year. Volunteers are needed to count money and sort T-shirts for this event which is held yearly on Father's Day weekend.

First Baptist Church of Greendale Roger Mantel, Pastor 812-537-1642; Jamie White, Youth Pastor

Help needed for various church activities.

Greendale Cemetery Association Charles Lewis 537-3080

Groundskeeper—Clean off headstones, pick up trash, rake leaves, mulch flower beds, use weedeater; and perform other miscellaneous tasks.

Greendale Emergency Medical Services/Vials of Life Evelyn Click 537-3192

General Assistance—Students needed to help stuff and distribute information to Greendale residents regarding their Vials for Life program.

Greendale Garden Club Bob Brookbank 537-0811

Community clean-up, weeding, seasonal plantings, annual flower sale, Garden Tour event, Art Show event, mailing information.

Greendale Myositis 4th of July 5K Run/Walk Lisa Weber 532-3412

Race Assistants—Help distribute water and direct runners during race held on July 4th

Habitat for Humanity Key Club Director 537-7219

Box City—Students collect funds for Habitat for Humanity & spend a supervised night in a "box city" at the high school.

Heart House Craig Beckley 926-4890

Cleaning, supervising children, light maintenance work.

Hillforest Victorian House Museum Suzanne Ullrich 926-0087

Yard Work, other than mowing.

Kitchen Assistant-Help serve and clean-up after meals/events.

Hoosier Hills Literacy League Laura Priebe 812-584-8516

Tutoring, data entry, set-up and tear down of events, serving snacks to school children.

Lawrenceburg Aquatics Ann Alexander 537-7219 ext. 1134

Teach swimming lessons during a 6-week program in the Spring based on the Red Cross Learn to Swim program.

Lawrenceburg Babe Ruth Baseball Holly or Bill Hinds 537-9739

Concessions, field maintenance, organizing uniforms, gate worker, announcer and other duties as requested.

Lawrenceburg Community Center Mary Beth Hedrick 532-3535

Mentoring and Monitoring children in After School programs, youth basketball & other sports.

Lawrenceburg Community School Corporation Don Caudill, Director of Maintenance, 537-7244 extension 1031

Groundskeeper—Pull weeds, upkeep flower beds, pick up trash from sports fields and parking lots, sweep and rake around buildings, sweep garage and shop area, paint bathroom stalls.

Lawrenceburg Fire Department Deputy Fire Chief Johnnie Tremain 221-01115

Cleaning & Organization—not limited to: apparatus cleaning/organization, hose cleaning/organization, building cleaning/organization, etc.

Lawrenceburg Greendale Soccer Club Tara Grimes 584-7707

Concessions, lining fields and miscellaneous.

Lawrenceburg High School —Rita Grathwohl 537-7215

Guidance Department needs students for a range of activities to include but not limited to: after-school tutoring, Freshman Orientation volunteers and other assistance as needed. **All activities must be performed after normal school hours.**

Lawrenceburg High School Recycling—Bob Brookbank 537-7219

Help is needed with the recycling program (includes collecting and dumping recycling materials into appropriate containers)

Lawrenceburg Lions Little League Steve Wagner, League President, 537-0981

Umpiring, concessions, scoreboard, emptying trash barrels and picking up trash, help with bases and/or pitching machine.

Lawrenceburg Main Street Pat Krider 537-4507

Winter Wonderland Helper—Help layout ice sculpture map, runner, hand out skates, skate patrol and clean-up.

Office Assistant—Answer phones and clerical work.

Lawrenceburg Pee Wee Football & Cheerleading Deron Denton 537-4755; Regina Hill 584-2296; Stacy Weaver 513-218-7757; Mark Parrish 812-290-1677

Instruction of players & cheerleaders: teaching, coaching, organizing youth at events. Concessions: sales, preparation and clean-up. Field set-up: take down, equipment maintenance.

Lawrenceburg Police Department K-9 Unit K-9/ Captain Doug Taylor, 537-2284 (Department); (812) 221-0369 (cell)

Cleaning K-9 equipment, vehicles and setting up for K-9 demonstrations

Lawrenceburg Primary School Principal Tammy Gregory 537-7239

Assist students and teachers with recycling, reading, spelling, math facts, or creating learning activities.

Lawrenceburg Primary/Central Elementary PTO Cathy Uhlman 537-7239 Stephanie Cromer 812-584-6455
Help with events such as school registration, back to school night, child care for PTO meetings, Spring Festival & more.

Lawrenceburg Public Library Margie Klein 537-2775 ext. 32
Library Assistance & General Assistance—Various jobs throughout the library

Legal Volunteers of SE Indiana Frank J. Cardis, Attorney at Law
Clerical help needed

Lutheran Manor Regina Hill 537-1305
Assistant—Painting, cleaning, weeding, groundskeeping, developing relationships with residents.

Open Door Thrift Store Joan Gordon, Manager, or Stacie Harvey, owner 926-0184
Hanging and tagging clothes, moving donated items to indoor or outdoor storage.

Partners for Animal Welfare Society of Dearborn County (PAWS) Robbin Pelfrey, Janet Luebbe, Sandra Carley: 812-637-1735, Becky Foster 812/637-0527 **Dearborn County Animal Shelter** 926-0910
Rummage Sale, Mobile Adoption, and Fund Raising activities for the new shelter

Phi Beta Psi Pam Bushman 537-0563
Volunteer as Greendale Pool Concession Stand Attendant during summer months.

Pine Knoll Adult Day Services Denise Floyd 812-577-0483
Volunteers needed to provide companionship and engage in activities such as board games, cards, arts and crafts, music and exercise with day program participants. Mon.-Fri. 7:30 a.m.-5 p.m., 1 to 2 hours at a time.

Pregnancy Care Center Kim Malloy 812-537-4357
Help needed to organize clothing, diaper and formula donations, and Baby Boutique. Also stuffing envelopes, copying, cleaning and general office help.

Prevent Child Abuse of Dearborn/Ohio Counties Suzzi Romines 812-539-2121
Bringing Child Abuse Awareness to schools/communities. Stuffing envelopes, manning fair & school booths, creating flyers, help writing stories, preparing items such as brochures and giveaways for schools.

River Sweep Key Club Director 537-7219
Cleaning up the banks of the Ohio River.

R.S.V.P. Mary Lewis 539-4005
General Assistance

The Salvation Army, Dearborn & Ohio County Unit Bill Ewan, Drive Chairman, 812-926-1230 or 513-319-4011
Students needed for annual Kettle Drive (late November through end of December) to support organization's emergency relief and other services.

SIEOC Head Start Program Mary Ann Tighe 926-3190
Reading and doing activities with the children and helping the teacher prepare lessons.

Special Olympics (to benefit Dearborn County) Julie Schwartz 537-2809
Assistance needed for various duties during this one-day event held in January at Perfect North Ski Slopes.
Special Olympics Polar Bear Plunge Assistance needed for various duties during this one-day event held in February at Versailles State Park.

St. Lawrence Church & School Father 537-3992

St. Lawrence Festival—Various duties including setting up and tearing down.

Mary Ann Brauer 537-3690

Latchkey Assistant—Help with the latchkey after school program.

St. Lawrence Athletics Kevin Mollaun

Concessions, admissions, cleanup, uniform distribution, miscellaneous

Tiger Pride Cindy Gilb 812-290-4268

Concession Stand Assistance

Triple Cord Ministries Jim or Linda McElfresh 926-0240

Separating and inspecting items, packing for shipping to the Navajo Indian Reservation.

Woodland Hills Muriel Steiner 926-9963

Helper

Help needed on the 1st and 3rd Sundays from 1:30 – 2:30.

Y.E.S. Home Cathy Piche 926-0110

Assistance needed with Afternoon Rock Anti-Drug Program with activities, crafts, etc, Also Study Hour.

If you would like to participate in an activity that is not listed in the Handbook, and you believe the activity provides a benefit to the Lawrenceburg community and/or Dearborn County, call the DCF office at 539-4115