



322 Walnut Street,
Lawrenceburg, IN 47025
Phone 812-539-4115
Fax 812-539-4119
www.dearborncf.org

Paul E. 'Truck' Tremain Memorial Scholarship Program



Approved Service Learning Project Organizations & Activities Handbook

Service Learning Project Guidelines

The Dearborn Community Foundation, Inc. (DCF) administers the Paul E. 'Truck' Tremain Memorial Scholarship Program. It is the intent of the City of Lawrenceburg to financially assist eligible graduates of Lawrenceburg High School who pursue a post-secondary education and who meet specific eligibility criteria (see our website at www.dearbornconf.org for specific eligibility criteria). This scholarship program began with the Class of 2002 as the City of Lawrenceburg Educational Grant.

- 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 Tremain Scholarship following graduation.
- Students may begin accumulating volunteer hours following their eighth grade 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.dearbornconf.org.
 - Completed forms **MUST** be completed and signed by the organization's Authorized Representative who oversaw the volunteer activity.
 - On a separate sheet of paper attached to the form, a narrative is to be completed by the student addressing each of the three questions 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.

Any volunteer activity not shown on the approved list must first be approved by DCF. If a student has an activity they he/she wants to participate in, the student may call the DCF office to request approval. Any volunteer report forms received for non-approved organizations/activities will **NOT** be accepted. **Political activities, such as but not limited to 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.
- DCF encourages students to keep a copy of the Service Learning Report Form(s) for their records.
- Please see the application on our website: www.dearbornconf.org for a complete list of guidelines & criteria.
- All required Service Learning volunteer hours for Seniors must be completed AND approved Service Learning Report forms must be on file in the DCF office no later than 4 p.m. on Monday, June 11, 2018.
 - Hours for Seniors completed following **Monday June 11, 2018**, and/or Service Learning Report forms received after **4 p.m. Monday, June 11, 2018**, 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 4 p.m. **Monday, June 11, 2018.**

For questions, phone the DCF Office at 539-4115 or visit our website at:
www.dearbornconf.org.

PRE-APPROVED ACTIVITIES

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

Aurora Firecracker Festival
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.

Beta Sigma Phi
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 Staci Knigga 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;
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 's office 537-9219
General Assistance
Clerk-Treasurer, 537-1750
Assistance distributing City of Greendale calendars

Greendale Pool Concessions 537-9219
Volunteer Work Only—not paid hours

City of Lawrenceburg 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 812-537-2282
Cleaning

Dearborn Adult Center Marie Edwards 539-3113
Preparing mailings, working on newsletters, helping with the Friday Jamboree, etc.

Dearborn Community Foundation, Inc. 812-539-4115
Various jobs around the office.

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

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

Christmas Party for Children

Heart/Lung Walk

Dearborn County Purdue Extension Service Liz Beiersdorfer or Marsha Purcell 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 537-3971

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

Dearborn Highlands Arts Council Marilyn Bower 926-1779

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

Emanuel Lutheran Church Barry Riehle 537-3884

Cutting Grass and Cleaning

First Baptist Church of Greendale 812-537-1642

Help needed for various activities.

Girls on the Run—Mentor & Running Buddy program for girls 8-13 for program designed to promote healthy choices, self-esteem and exercise. Check with elementary/middle schools for programs.

Greendale Cemetery Association 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

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

Greendale Middle School Valerie Caudill

Sports and Dance Concessions, Bike Club, and Girls on the Run

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 926-0087

Yard Work, other than mowing. Youth Day Camp.

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 Babe Ruth Baseball

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 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 Conservancy Athletic Park (CAP) Concessions Stand Lorie Howard 812-584-0342

Concessions for girls softball, some soccer and baseball events Monday-Thursday with some Fridays & weekends.

Lawrenceburg Fire Department Deputy Fire Chief Johnnie Tremain 221-01115

Cleaning & Organization—apparatus cleaning/organization, hose cleaning/organization, building cleaning/organization, etc.

Lawrenceburg Greendale Soccer Club

Concessions, lining fields and miscellaneous.

Lawrenceburg High School

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.

Peer Tutoring Shawn Lightner only to sign forms. Maximum hours is ten in a semester.

Lawrenceburg High School Recycling—Bob Brookbank 537-7219

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

Lawrenceburg Lions Little League

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 — 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

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 /Captain Jacob Jump 537-2284 (Department

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

Lawrenceburg Primary School Anna Lee Maxfield 537-7239

Latchkey Program After School Program— Assist students and teachers reading, spelling, math facts, or creating learning activities.

Lawrenceburg Primary/Central Elementary PTO - contact PTO President

Help with events such as school registration, back to school night, child care for PTO meetings, and Spring Festival.

Lawrenceburg Public Library

Library Assistance & General Assistance—Various jobs throughout the library

Lutheran Manor

Assistant—Painting, cleaning, weeding, groundskeeping, developing relationships with residents.

Open Door Thrift Store 926-0184

Hanging and tagging clothes, moving donated items to indoor or outdoor storage.

Partners for Animal Welfare Society of Dearborn County (PAWS) 812-577-0829

Rummage Sale, Shelter Assistance, and Fund Raising activities for the shelter. Must be 18 years of age to volunteer for this organization.

Pine Knoll Adult Day Services 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 812-537-4357

Help needed to organize clothing, diaper and formula donations, and Baby Boutique. Also stuffing envelopes, copying, cleaning and general office help.

River Sweep

Cleaning up the banks of the Ohio River. Listen to local radio or check local newspaper for date in summer.

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

General Assistance and Flyer Distribution
Halloween Sensation

The Salvation Army, Dearborn & Ohio County Unit —Drive Chairman

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 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 and events during this one-day event held in January at Perfect North Ski Slopes.

Voices of Indiana—Bruce Canfield

Greendale 4th of July 5K Run/Walk— Race Assistants—Help distribute water and direct runners during race held on July 4th.

Jingle Bell 5K—Race Assistants

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 Mary Ann Brauer 537-3690

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

Latchkey Assistant—Help with the latchkey after school program.

St. Lawrence Athletics—Concessions, admissions, cleanup, uniform distribution, miscellaneous

Tiger Pride Concession Stand Assistance

Woodland Hills Michael Hiatt 537-1132

Activities with Residents

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

Any volunteer activity not shown on the approved list must first be approved by DCF. Please phone DCF at 539-4115 to check on approval. 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.