



322 Walnut Street,
Lawrenceburg, IN 47025
Phone 812-539-4115
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.
 - 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.
- From time to time DCF approves activities not listed in the handbook on a one-time basis which are communicated to the LHS Principal who in turn communicates the approved activity to students and parents via school e-mail.
- 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.

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

PRE-APPROVED ACTIVITIES

Aurora Public Library District Peggy Dean 926-0646

Dusting, straightening shelves, general cleaning and outside clean-up.

Big Brothers Big Sisters Kristi Eberhart (513)-608-8930

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) 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 Sarah Lansing 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.

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 Meghan Keith (812) 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 Garden Club
Community clean-up, weeding, seasonal plantings, annual flower sale, Garden Tour event, Art Show event, mailing information.

Greendale Middle School
Sports and Dance Concessions

Heart House Wyatt Sampson 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.

Lawrenceburg Babe Ruth Baseball Rick Castillo (812)-584-2179

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

Lawrenceburg Community Center Richard Richardson 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 Fire Department Deputy Fire Chief Johnnie Tremain (812)-537-1509

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.

Lawrenceburg Lions Little League Jed Hadley (513)-505-7337

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

Lawrenceburg Main Street Michelle Cone 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 537-2284

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

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

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

Rummage Sale, Shelter Assistance, and Fund Raising activities for the shelter.

Pregnancy Care Center Sarah Minard 812-537-4357

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

The Salvation Army, Dearborn & Ohio County Unit —Bob Northcutt, Drive Chairman
804-338-1261

Students needed for annual Kettle Drive (late November through end of December) to support organization's emergency relief and other services— LAWRENCEBURG LOCATION ONLY

SIEOC Head Start Program 926-3190

Reading and doing activities with the children and helping the teacher prepare lessons.

Special Olympics Winter Games

(to benefit Dearborn County) Patrick Kozlowski (317)328-2011

Assistance needed for various duties and events during this one-day event held in January at Perfect North Ski Slopes.

Voices of Indiana—Susan Herrick 812-537-7219

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

Dearborn Co. Water Rescue– Meghan Keith 812-537-3971

Special Olympics Greg Townsend 812-584-6861

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

Y.E.S. Home Amy Phillips 926-0110

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