



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.dearborncf.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 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.
 - 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 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.dearborncf.org for a complete list of guidelines & criteria.

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

PRE-APPROVED ACTIVITIES

Aurora Public Library District Leslie Sutherlin 926-0646

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

Big Brothers Big Sisters Jen Ruter (812) 290-7684

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.

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 (volunteer work only).

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**

First Baptist Church of Greendale (812)-537-1642
Help needed for various activities.

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 Middle School
Sports and Dance Concessions

Hillforest Victorian House Museum 926-0087
Yard Work, other than mowing.
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 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 Karla Raab 812-537-4357

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

SIEOC Head Start Program 926-3190

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

Tiger Pride Concession Stand Assistance—cannot be for the sport student is participating in

Y.E.S. Home Amy Phillips 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.