

Community Service Learning (Volunteer) Activity 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 (LHS) who pursue a post-secondary education and who meet specific eligibility criteria (see the DCF website at www.dearborncf.org for specific eligibility criteria).

- **Students are required to complete at least 50 hours of approved Community Service Learning (volunteer) hours, over the course of their high school career, 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 the activity provides a benefit to the Lawrenceburg community and/or Dearborn County community.**
- **Students must complete a Community 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.
 - Report 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 will NOT be approved.**
 - **Forms for unapproved organizations and/or activities will NOT be approved.**
 - **Forms 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 students regarding approval of hours.

Activities/organizations must be approved by DCF before students complete a volunteer service. Students can contact DCF (812-539-4115) for volunteer ideas and/or questions about approved activities. Students can also check with the LHS principal to learn of volunteer activities that are already approved by DCF. The Foundation also provides details of approved activities to the LHS principal who then communicates the approved opportunities to students and parents via school email. 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. (If a student is being paid to do work, it does not qualify for volunteer hours.)

- DCF encourages students to keep a copy of the Community Service Learning Report Forms for their records.
- Please see the application on our website: www.dearborncf.org for a complete list of guidelines & eligibility criteria for the Tremain Scholarship.

For questions, phone the DCF Office at 812-539-4115 or visit our website at:

www.dearborncf.org.