



CENTRAL LUTHERAN SCHOOL

COUGAR VOLUNTEER INTEREST INVENTORY FORM

As a growing school, Central Lutheran School (C.L.S.) is highly dependent upon family participation and support in all facets of the school. In order to enhance the CLS educational experience as well as to offset the growing cost of quality Christian education, we ask that each family commit to serve the school in a volunteer capacity every school year. Serving in a volunteer capacity at C.L.S. impacts your child's spiritual, educational and social growth. We all know how gifted the children of C.L.S. are, but we also know that the **families** of our students have much to offer to our school community.

Central requires at least 20 hours of service for each child that is enrolled in the K-8th grade program. If your family can volunteer more hours than the required minimum, we would greatly appreciate it.

Volunteer hour requests need to be submitted in one of two ways:

- *Direct e-mail contact to the CVP e-mail address: clsvolunteers@illiancrafts.com
- *Completed CVP Request forms may be submitted to the school office.

**All requests must be made in writing as listed above.
No other request methods will be accepted.**

Volunteer opportunities will be filled on a first come/first served basis. All forms submitted at the office will be time and date stamped. This time stamp will help determine the order of placement for requested activities. Volunteer activities must be on the Approved Activity List or specially approved by the Principal or Assistant Principal **BEFORE** the hours are served. *Unapproved hours will not be credited.* Hour served cannot be retroactive or carry over from year to year. The Program Coordinator will keep a running total of the hours served by each family.

Families who choose to not volunteer in the Cougar Volunteer Program will be assessed a \$200.00 volunteer fee (per student) to help offset the loss of volunteer hours. Participants who have remaining hours that are not completed by June 15th of each year will be billed at \$10.00 per hour.

Hours will be tracked by the Cougar Volunteer Program Coordinator. This individual is responsible for tracking the hours that are served and coordinating the events for the program. ***Decisions regarding the qualifying events and the allotted trackable hours are based on decisions made by the administration.*** Hours are tracked based on the activity.

***** NOTE: DUE TO FIRE REGULATIONS, PLEASE SIGN IN AT THE SCHOOL OFFICE WHEN VOLUNTEERING. *****

If you have any questions about any of these opportunities, please feel free to contact the Cougar Volunteer Coordinator, Mr. Jonathan Illian, at (651) 645-8649 or clsvolunteers@illiancrafts.com.

PLEASE COMPLETE THIS FORM BY INDICATING ALL AREAS IN WHICH YOU WOULD LIKE TO OFFER VOLUNTEER SERVICE. RETURN THE COMPLETED SURVEY TO THE CLS OFFICE BY JUNE 30TH, 2006. YOU CAN EITHER MAIL IN THE SURVEY OR DROP IT OFF. IF MAILING, PLEASE USE THE ADDRESS BELOW.

Central Lutheran School
Volunteer Coordinator
775 North Lexington Parkway
St. Paul, MN 55448

Parent Name _____ Phone Number: () - _____ E-Mail: _____

ACADEMIC PROGRAMS

CLASSROOM AIDE/PROJECT ASSISTANT

In order to assure consistency, quality, and security CLS prefers to utilize parent volunteers to help in the classroom as the need arises. All attempts will be made to give as much advance notice as possible of any needs that the teachers may have.

AREA OF SPECIFIC INTEREST:

- Any Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade
 5th Grade 6th Grade 7th Grade 8th Grade PE Art
 Spanish Vocal Music Computers and Technology Vocal / Instrumental Music
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TUTORING

Tutors will provide services as requested by the parent and teacher for students needing assistance for remedial or advanced studies.

- Subject Matter:** _____ **Grade(s):** _____
Subject Matter: _____ **Grade(s):** _____
Subject Matter: _____ **Grade(s):** _____

PERMANENT PROGRAMS

These are areas in which we need volunteers on a consistent basis.

CLASSROOM PARENT

The Classroom Parent (formerly known as "Room Mom") plans, organizes, and carries out specific teacher requests. This might include planning classroom parties, scheduling parent/teacher conferences, planning special events, etc. Those choosing to assist with classroom parties and special events will be contacted by the Classroom Parent.

- KINDERGARTEN 1ST GRADE 2ND GRADE 3RD GRADE 4TH GRADE
 5TH GRADE 6TH GRADE 7TH GRADE 8TH GRADE
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CLASSROOM SUPPORT VOLUNTEER

Classroom support includes helping to display artwork, helping with projects, changing bulletin boards and other various activities. Remember that all classroom support volunteer hours MUST be pre-approved through the CVP Coordinator BEFORE the activity occurs. Failure to get pre-approval will result in the hours not counting toward your commitment.

OFFICE SUPPORT VOLUNTEER

Office Support Volunteers perform general clerical tasks needed in the school office.

HOURS AVAILABLE: _____ **DAY(S) OF WEEK:** M T W TH F (PLEASE CIRCLE)

CAFETERIA SUPPORT VOLUNTEER

Cafeteria Support Volunteers offer assistance preparing and serving lunches daily. This is a daily need that must be filled, as we are staffing the kitchen to include at least one parent volunteer per day. In addition, you might be asked to help supervise the children in the lunchroom so that the teachers can have their lunch without having to supervise the children.

LIBRARY VOLUNTEER

- Scholastic Book Fair Coordinator (Fall 2006)
- AR Store Coordinator. This person(s) would be responsible for soliciting prizes for the AR Store, sorting and assigning values to prizes, and assisting teachers when the store is opened at the end of each year.
- Volunteer Librarian. Volunteer(s) are needed that can dedicate blocks of time assisting children when they check out books. Previous library experience is not needed, but would be helpful.

MILK CAP COORDINATOR

Milk Caps are collected in the main hallway in pre-marked containers and must be counted, batched and sent in for credit.

BOX TOP COORDINATOR

Box Tops are collected in the main hallway in pre-marked containers and must be counted, batched and sent in for credit. General Mill's *Box Tops for Education* website: www.boxtops4education.com.

COACHING - MIDDLE SCHOOL (5TH – 8TH GRADES)

All teams are coached by volunteer coaches with administrative assistance from the school Athletic Director.

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|--|--------------------------------|---------------------------------|---|--------------------------------|---------------------------------|
| <input type="checkbox"/> GIRLS VOLLEYBALL (5-6) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST | <input type="checkbox"/> GIRLS BASKETBALL (5-6) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST |
| <input type="checkbox"/> GIRLS VOLLEYBALL (7-8) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST | <input type="checkbox"/> GIRLS BASKETBALL (7-8) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST |
| <input type="checkbox"/> SOCCER (BOYS & GIRLS) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST | <input type="checkbox"/> CROSS COUNTRY (4-8) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST |
| <input type="checkbox"/> SOFTBALL (BOYS & GIRLS) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST | (BOYS AND GIRLS) | | |
| <input type="checkbox"/> BOYS BASKETBALL (5-6) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST | <input type="checkbox"/> BOYS WRESTLING (3-8) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST |
| <input type="checkbox"/> BOYS BASKETBALL (7-8) | <input type="checkbox"/> COACH | <input type="checkbox"/> ASSIST | | | |

GENERAL MAINTENANCE AND BUILDING UPKEEP

These are areas in which families may participate on a one-time or occasional basis. Some jobs will be scheduled in advance, while others will be based on the needs at the time. Please be flexible as there might be a last minute need based on the circumstances.

GROUNDSKEEPING

Volunteers in this area may choose volunteer from the following areas:

- LAWN MOWING
- SNOW REMOVAL
- PLANTING AND SHRUB TRIMMING

GENERAL BUILDING MAINTENANCE

Volunteers in this area may choose volunteer from the following areas:

- CLASSROOM CLEANING
- FLOOR MAINTENANCE
- GENERAL BUILDING CLEANING AND UPKEEP
- SUMMER CLEANING
- PAINTING
- GENERAL MAINTENANCE/REPAIR/SPECIALIZED WORK

PT & FA VOLUNTEER OPPORTUNITIES

These are areas in which families may participate on a one-time or occasional basis.

Volunteers may volunteer to set-up, serve, clean-up, or provide refreshments for school events, among other responsibilities.

- BACK TO SCHOOL PICNIC
- SET-UP, SERVE, AND/OR CLEAN-UP
- PROVIDE REFRESHMENTS
- ICE CREAM SOCIAL
- SOCK HOP
- BINGO NIGHT
- MOVIE NIGHT
- TEACHER APPRECIATION
- POST-CHRISTMAS PAGEANT RECEPTION
- JELLY BEAN BAGGING EVENT

