



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

Lawrenceburg Educational Grant Program



Approved Service Learning Project Organizations & Activities Handbook

REVISED 8.10.09

Service Learning Project Guidelines

- **Students are required to complete a designated number of Service Learning hours in order to be eligible for the Lawrenceburg Educational Grant following graduation.**
 - Each class will be required to complete at least 50 hours of service over the course of his/her high school career.
- **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** include a signature from the organization's authorized representative who oversaw the volunteer activity as well as a narrative (to be completed by the student) addressing each of the questions asked on the form.
 - Incomplete forms or forms for unapproved organizations and/or activities will **NOT** be accepted.
 - The report form **MUST** be submitted to the Foundation within 90 days of each date of service to receive credit for the services performed.
- **All required Service Learning volunteer hours must be completed and approved Service Learning Report forms must be on file in the DCF office no later than the LHS graduation date each year.**
 - Hours completed following LHS' graduation date and/or Service Learning Report forms received after LHS' graduation date 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 his/her graduation date.
- **Any volunteer activity not shown on the approved list must first be approved by the DCF.**
 - Any volunteer report forms received for non-approved organizations/activities will NOT be accepted.
- **Organizations and activities are periodically added to the list, if approved by DCF. Please check the list regularly and/or pick up another booklet to obtain the most up-to-date approved list of organizations and/or activities.**
- **DCF encourages students to keep a copy of the Service Learning Report Form(s) for their records.**

American Cancer Society (Relay for Life)

Randy Tyler 537-1776

General Assistance

Setting up, breaking down, concession, etc.

Aurora Clerk Treasurer

Tammy Pruitt 926-1777

General Assistance

Raking leaves in the park

Aurora Firecracker Festival

926-0072

General Assistance

Mailing lists, computer work, help with the silent auction, and other tasks

Aurora Public Library

Mary Alice Horton 926-0646

General Assistance

Shelving materials, shelf reading, and cutting for programs

Beta Sigma Phi

Karen Gates 537-2904 (please call after 5:30pm)

General Assistance

General assistance is also needed for a variety of projects throughout the year.

Big Brothers Big Sisters

Laura Rolf 1-800-689-0636

Teen Pal Volunteer

Caring older teen volunteers are matched with younger students who will benefit from having an extra friend and guide to offer a little wisdom and life experience with a willingness to share. Your time may be spent at a school or an after school program. You may eat lunch, study, play a game or play board games together. Apply in the Spring of 2007, 2008, 2009, etc.

Central Elementary School

Principal Ralph Haynes 537-7279

General Assistance

Library or custodial 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; Officer Nancy Weldon, CASA President, 812-537-8860

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 Greendale

Mayor Hedrick 537-9219, Dewayne Uhlman 537-1321

General Assistance

City of Lawrenceburg/Pat O'Neill Pool

Deedee Abbott 537-3860

General Assistance with pool concession (Volunteer work only!)

City of Lawrenceburg Police Department

Brian Potts 812-654-8833 or 812-221-0315

Cleaning

Community Activities, Inc.

Vicki Facemyre 537-4404

After School Youth Program Assistance

Children are ages 6-12; activities include arts and crafts, homework assistance, etc. Assistance is needed daily from 4:00 - 6:00 pm.

Dearborn Adult Center

Marie Edwards 539-3113

General Assistance

Preparing flyers and mailings Tuesdays and Wednesdays after school from 3:00 - 5:00pm and other activities as needed

Lawrenceburg Community Center

Mary Beth Hedrick 532-3535

Mentoring

Monitoring children participating in After-School programs

Dearborn Community Foundation, Inc.

Fred McCarter 539-4115

General Assistance

The Foundation is looking for individuals to complete various jobs around the office.

Dearborn County Animal Shelter

926-0910

General Assistance & Painting

Dearborn County Clearinghouse for Emergency Aid, Inc.

Debi Black/Judy Barlage 926-1198

General Assistance

On special days, the organization needs help distributing food and clothing, especially in the summer and during holiday seasons.

Lunches, Spaghetti Dinner as a fundraiser for the organization

Dearborn County Extension Office

Mike Hornbach 926-1189

Mailing Assistant

From time to time, we need help folding, putting things in envelopes, putting on labels and sorting items to be mailed.

Dearborn County Girls Club

Kate Traud-Detmer

812-655-3625

Help needed with weekly meetings by running small groups and supervising activities.

Dearborn County Hospital

Eva Carr 537-8190

Christmas Party

Dearborn County Water Rescue

Sheri Black, Bill Black or Steven Jackson

537-3971 or 290-7683

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

Dearborn & Ohio County Chapter of the American Red Cross

Carole Stenger 537-9036

General Assistance

Dearborn County Solid Waste

Barbara Ault 926-9963

General Assistance & Office Help

Students are needed for a variety of activities to include but not limited to Creation Station activities and others as needed

Dearborn Highlands Arts Council

Marilyn Bower 926-1779

Hospitality Assistant

Hand out programs and serve refreshments at Library Classics Series events. Attire would be a black skirt/slacks and a white shirt.

Marketing Associate

Putting up fliers for upcoming events for display with local merchants and public spaces.

Dialysis Center

Key Club Advisor 537-7219

Kidney Dialysis Assistance

Spend time with dialysis patients receiving treatment

DIRECTIONS!

Brenda Konradi or Carolyn Stroup 537-7381

After School Assistance & Think Smart, Stay Safe Training

The organization is interested in individuals who can help after school. Think Smart & Stay Safe training (**after school only**) is also an approved activity.

Dollars Against Diabetes (Diabetes Research Institute)

John Kime 537-1062

Donation Collections

Please contact Mr. Kime at the beginning of June each year to participate in this program. The event is held yearly on Father's Day weekend.

First Baptist Church of Greendale

Roger Mantel, Pastor

Jamie White, Youth Pastor

812-537-1642

Greendale Cemetery Association

Charles Lewis 584-0946

Groundskeeper

Sweep and clean off headstones and roadways; pick up twigs, branches, trash and dead flowers; rake leaves and pine needles; spray weed control; clean and paint gates and entrances; trim grass around head stones with weed eater; and perform other miscellaneous tasks.

Greendale Emergency Medical Services/Vials of Life

Evelyn Click 537-3192

General Assistance

The organization needs students to help stuff and distribute information to Greendale residents regarding their Vials for Life program.

Greendale Garden Club

Bob Brookbank 537-0811

Various Jobs

Students are needed to water existing flower beds and baskets, paint playground equipment, weed existing flower beds and plant new flower beds throughout Greendale.

Greendale Myositis 4th of July 5K Run/Walk

Lisa Weber 532-3412

Race Assistants

Help distribute water and direct runners during race held on July 4th

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

Children's Assistant

Help serve dinners, tutor, clean and read to children.

Hillforest

Linda Early 926-0087

Maintenance Assistant

Rake leaves and wash windows.

Kitchen Assistant

Help serve meals on special occasions.

Hoosier Hills Literacy League

Cindy Page DiBiase

584-8516

Assistance for the K-5th Grade After-The-Bell tutoring program (includes homework assistance)

Kidz with Karacter

Donna Linkaus 537-5338

Tutor

Students are needed to help children with reading and learning activities.

Lawrenceburg Babe Ruth Baseball

Holly or Bill Hinds 537-9739

Assistant

Students are needed to help with concession stand, grounds cleanup, and other duties as assigned.

Lawrenceburg Fire Department

Deputy Fire Chief Johnnie Tremain

Assistant

Activities would consist of but are not limited to: apparatus cleaning/organization, hose cleaning/organization, building cleaning/organization, etc.

Lawrenceburg Greendale Soccer Club

Christy Black 537-2528

Assistant

Students are needed to line fields and work the concession stand.

LHS Recycling

Bob Brookbank
537-7219

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

Lawrenceburg Little League

Tony Abbott 537-4704

General Assistance

Students are needed for a variety of activities. Please call Tony for more information.

Lawrenceburg Main Street

John Roberts 537-4507

Winter Wonderland Helper

Help layout ice sculpture map, runner, hand out skates, skate patrol and clean-up.

Office Assistant

Answer phones and clerical work.

Lawrenceburg Community School Corporation

Don Caudill, Director of Maintenance, 537-7244 or
537-7200 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 High School

Rita Grathwohl 537-7215

Guidance Department General Assistance

Students are needed for a range of activities to include but not limited to: after-school tutoring, Freshman Orientation volunteers and other assistance as needed. **All activities must be performed after normal school hours.**

Lawrenceburg Pee Wee Football & Cheerleading

Regina Hill 584-2296

Volunteers need to work at the annual football skills camp and cheerleading camp.

Lawrenceburg Police Department K-9 Unit

Doug Taylor, 537-2284 (Department); 537-4954 (home); 221-0369 (cell)

General Assistance

Students are needed year-round to assist with duties necessary during K-9 demonstrations

Lawrenceburg Primary School

Principal Michelle McCollom 537-7239

Tutor

Help with tutoring children.

Lawrenceburg Public Library

Margie Klein 537-2775 ext. 32

Library Assistant & General Assistance

Various jobs throughout the library

Legal Volunteers of SE Indiana

Frank J. Cardis, Attorney at Law

Clerical help needed

Lutheran Manor

Regina Hill 537-1305

Assistant

Painting, cleaning, weeding, groundskeeping, develop relationships with residents

LifeTime Resources

Amber Atkinson 432-5215

2-1-1 Call Center Help

Distribute materials about 211.

SNAC Assistant

Provide entertainment to clients eating lunch during the summer. Help with serving meals and cleanup.

Partners for Animal Welfare Society of Dearborn County (PAWS) Robbin Pelfrey, Janet Luebbe, Sandra Carley: 812-637-1735, Becky Foster 812/637-0527

Rummage Sale, Mobile Adoption, and Fund Raising activities for the new shelter**Phi Beta Psi**

Pam Bushman 537-0563

Greendale Pool Concession Stand Attendant

Students needed to help with concession stand activities at the Greendale Pool during summer months

Pregnancy Care Center

Kim Malloy

812-537-4357

Help sort and hang baby clothes, bag diapers, light cleaning and stuffing mailing envelopes.

Red Wolf Sanctuary

Paul Strasser (513) 256-6082 (cell)

General Assistance

Help with various projects around the facility

River Sweep

Key Club Director 537-7219

General Assistance and Cleanup**R.S.V.P.**

Mary Lewis 539-4005

General Assistance**The Salvation Army, Dearborn & Ohio County Unit**

Bill Ewan, Drive Chairman, 812-926-1230

General Assistance

Students needed for annual December Kettle Drive to support organization's emergency relief and other Services.

Special Olympics (to benefit Dearborn County residents)

Julie Schwartz 537-2809

General Assistance

Volunteers are needed to assist during this one-day event held at Perfect North Ski Slopes

St. Lawrence Church & School

Father 537-3992

St. Lawrence Festival

Set up and tear down

Latchkey Assistant

Mary Ann Brauer 537-3690

Help with their latchkey program.

Tiger Pride

Mary Beth Hedrick 584-4332

Concession Stand Assistance

Triple Cord Ministries

Jim McElfresh

926-0240

Help is needed loading clothes and toys on trucks for the Navajo reservation.

Wee Care Preschool

Tim Meyer 537-2029, Days 539-4905

Playground Assistance

The organization needs assistance with general maintenance of a new community playground at their facility. Duties could include: spreading mulch, help with landscaping and general assistance.

Woodland Hills

Muriel Steiner 926-9963

Helper

They would like help on the 1st and 3rd Sundays from 1:30 – 2:30.

Y.E.S. Home

Cathy Piche 926-0110

Tutoring & Christmas Party