

Berea Lutheran School Volunteer Opportunities

Please read through the following list and check any volunteer jobs you might be interested in. Then sign and date the form at the bottom. Mr. Thurow will then contact you regarding your choices.

<i>Volunteer Job</i>	<i>Description/Duties</i>	<i>Day/Times</i>	<i>Check</i>	
Driving/Chaperoning Field Trips	Drive students to and from field trips during the school year and chaperone students during the field trip. Mileage reimbursements are paid each semester.	Whenever field trips are scheduled (see monthly calendar)	K	
			1-4	
			5-8	
Hall Bulletin Board	Plan and make bulletin board displays for the hall bulletin board. These have usually followed the school/church year.	Anytime (it is usually changed every month or so)		
Copying	Make requested copies for teachers.	Anytime		
Library Helper	Check out books from the public library at teacher request and return books when they are due.	Schedule with teacher	K	
			1-4	
			5-8	
Tutor students	Individual tutoring or assistance for students who need extra help or instruction in a certain subject area.	Schedule with teacher.	1-4	5-8
Student plays	Assist with directing, props, costumes, etc. for student plays which are scheduled for sometime in February.	Schedule with teacher	K-4	
			5-8	
Oversee General Mills Box Tops for Education Program	Oversee the collection of Box Tops for Education. Package and mail in when necessary.	Anytime		
School library data entry	Put pockets and cards into and catalog school library books	Anytime		
Read orally to students	Kindergarten and lower grades	Schedule with teacher	K	1-4
Office Work	Sorting some school mail and catalogs, paperwork, phone calls, etc.	One or more days a week. Schedule with principal.		
Book Order Coordinator	Collect Scholastic book orders and payment from all students or facilitate online ordering. Place order and make payment. Distribute books when they arrive.	Collect orders or oversee online program once a month. Distribute books once a month.		
Classroom Helper	Be available at school to help out with whatever the teacher may need at that time.	Anytime – schedule with teacher	1-4	5-8
Off-site Teacher Helper	Make learning games, flashcards, manipulatives, help with special projects.	Anytime at your home	K	
			1-4	
			5-8	

Classroom computer instruction	Work with students either as a group or one-on-one teaching basic word-processing, spreadsheet, internet, keyboarding, and other computer skills.	Schedule with teacher	1-4
			5-8
Teach Art/Art Helper	Gr. 1-4: Help teacher with art lessons/ work individually with students. Gr. 5-8: Plan and teach art lessons during the school year. School art supplies are available.	Gr. 1-4: Friday 2:00 –3:00 Gr. 5-8: Friday 1:20 –2:05	
Correcting	Correct papers or workbooks at teachers' direction	Anytime – schedule with teacher	1-4 5-8
Weekly Newsletter	Collect, compile, and type up announcements from teachers each week and type up weekly newsletter to be sent home on Mondays.	Usually on weekend	Annette Kuehne
Calendar	Collect and compile important dates from teachers and print monthly calendar.	Info. collected usually last week of previous month. Calendar sent home first Monday of month.	Annette Kuehne

Name: _____ **Date:** _____