



## Immanuel Lutheran

### **"Doing it for the Kids"**

#### **PSCE - Parents Supporting Christian Education**

Parents Supporting Christian Education (PSCE) is Immanuel's parent group. Every parent or guardian with a child enrolled at Immanuel is a member, every teacher is a member, and anyone who wishes to promote Immanuel Lutheran Day School is a member.

The purpose of PSCE is to promote the welfare of Immanuel Lutheran Day School by:

- Promoting the cause of Christian education
- Cooperating with the congregation and the teaching staff in giving as much as possible to the educational program, financially and otherwise
- Promoting harmony and collaboration between parents and staff

PSCE operates solely through the support of all the school parents who volunteer their time working for the greater cause of making Immanuel the best Lutheran school in the area. Some areas on which we focus include:

- **Volunteering:** Through the "Doing it for the Kids" (DIFK) program, all school families are required to serve (10) hours each academic school year to help make our school the BEST.
- **Fundraising:** We host an Auction in the fall and the Eagle Run in the spring. We also sell Scrip Gift Cards that give significant money to Immanuel.
- **Providing Resources:** Our goal is to enhance the educational program of Immanuel by purchasing items that positively impact the spiritual and academic program of Immanuel Lutheran Day School.
- **Community-Building:** We organize and run several fun family activities throughout the year such as Family Orientation Night, Family Reading Night, and Generation Celebration.

**All families are invited to the General Assembly meetings. Attending one of these meetings earns you one DIFK hour. Childcare is provided. Our General Assembly meeting dates for 2017-2018 are:**

**September 11<sup>th</sup>, 2017 at 6:30pm in the Gym**

**February 5<sup>th</sup>, 2018 at 6:30pm in the Gym**

If you have any questions please feel free to contact any of the PSCE Executive Board Members. All questions or concerns can be sent to [volunteer@immanueldayschool.org](mailto:volunteer@immanueldayschool.org).

Philip Weinstein, Chairman  
Colleen Moore, Treasurer  
Kara Mohrmann, Secretary

Heather Salemink  
Brittaney Graeler



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### **“Doing it for the Kids”**

**Each school family is expected to complete at least 10 hours of service activities customized to your family’s schedule!**

**What makes this program so special for Immanuel and its families?**

**“Doing it for the Kids” creates a way:**

- To help provide structure for activities which promote the mission of Immanuel Lutheran Day School.
- To give parents a way to illustrate by example how to actively use their time and talent for the mission.
- To bring new and returning families together, working for a common good.
- To “share the burden, share the glory.” We are a small school, but a powerful school. Small private schools like Immanuel need service helpers from all families to stay the course.
- TO MAKE THE KIDS FEEL GREAT!! When a student’s family is actively involved at their school, a child truly knows they are a part of a Christian school family!

#### **Tips to Remember:**

- Your family’s hours may be completed by a parent, grandparent or an older child of high school or college age.
- More than 1 person from your family can serve at the same activity, and each person’s hours will count.
- Think about helping out in one of these ways. They all count for your hours!!
  - Chaperone a field trip
  - Fundraise for the 8<sup>th</sup> grade class trip
  - Help with a classroom party
  - Be a scout leader or assistant for Girl Scouts
  - Coach or assist an Immanuel sports team

**Anything you do to help the students and teachers of Immanuel also helps your family earn your 10 “Doing it for the Kids” hours. It doesn’t have to be listed here to count! If you have a special skill or ability that you share with our church and school community...it counts!!**



# Immanuel Lutheran

## "Doing it for the Kids"

**Thank you for being a blessing to our school and students!!**

### Volunteer Guidelines

Volunteers are dedicated persons, and they help the school serve the students. Volunteers enhance the learning of students by assisting in a variety of ways.

These guidelines are designed to be helpful for volunteers who have sustained contact with students at the school site. They are intended to make volunteering a valuable experience for the students and for the volunteer.

1. **Accountability** - The school administrator is responsible for the daily operation of the school and supervises all staff and volunteers. The classroom teacher is responsible for implementing the educational program with the students in his/her care. Volunteers assist the teacher and take their direction from the teacher or staff person in charge of the activity.
2. **Two Adult Rule** - All adult volunteers should observe the "two" adult rule. This requires that our adult volunteers are never alone with children, i.e. another adult should always be present.
3. **Those Who Are Not Allowed To Volunteer** - Adults who have been convicted of either child sexual or physical abuse may not serve as a volunteer in any school-sponsored activity or program for children.
4. **Volunteer Commitment** - If for some reason a volunteer cannot meet his/her commitment, the teacher or supervisor should be informed as soon as possible so the day's schedule can be adjusted.
5. **Confidentiality** - Classroom volunteers sometimes have access to privileged information. They have opportunity to observe individual students, or interaction among students or between students and teachers, or to hear comments made by children. Information of this sort needs to be treated as confidential. Volunteers do not discuss a child's apparent behavior problems or academic needs with the child's parent—and certainly not with other parents. Volunteers who have concerns about what they've observed should discuss their concern with the teacher or the administrator. Contact with the home should come from the professional staff.

Student Behavior Discipline is under the direction of the trained professional staff. Volunteers are not responsible for administering any disciplinary measures. The volunteer should instead report behavior problems to the teacher.

### Visitor's Badge

All visitors must sign in at the office and wear a visitor's badge while on the premises. The faculty and staff at Immanuel Lutheran School strive to keep our students safe. Measures incorporated include locking all outside doors and requesting all visitors to check in and wear a visitor badge.



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# Volunteer Opportunity Descriptions

What follows is a list of PSCE sponsored opportunities to earn DIFK hours at Immanuel. It is not a comprehensive list. There are as many ways to earn hours as there are unique individuals with talents and time to share with our church and school.

## **SCRIP Seller – 8+ hours**

Description: Help PSCE earn money with this great program by selling gift cards to our church and school families between services on Sunday mornings or before school on certain days. Contact Katie Krenning.

## **Events**

### **“Let’s Eat Out” Night Coordinator – 2+ hours**

Description: Work with Chevy’s on Olive (and other TBD establishments) to set dates for our “Let’s Eat Out” nights, and help promote this fundraiser. Can be implemented at any time during the year.

### **Fall or Spring Book Fair Assistant – 1+ hours**

Description: Assist teachers in the running of our Fall or Spring Scholastic Book Fairs. Tasks include set-up, take-down, helping students and parents find books, and running the cash register. Book fair runs in October and March. Contact Mrs. Pam Niewald.

### **Generations Celebration – 2+ hours**

Description: Help Immanuel parents, grandparents, and friends celebrate our heritage at our annual Generations Celebration. Set-up beforehand, serve, or help clean-up. This event is scheduled for October.

### **Rummage Sale – 1+ hours**

Description: Help make our annual PSCE rummage sale a success by setting up, selling items, and cleaning up. We are currently in need of a coordinator for this event. This event usually runs in September.

### **Pastries with Parents – 1+ hours**

Description: Help set up pastries before school for students to share with their parents and teachers. This event is scheduled for Lutheran Schools Week.



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#### **PSCE Auction Fundraiser – 1+ hours**

Description: Help with preparation, set-up, implementation, and clean-up of the new PSCE auction fundraiser. Tasks may include decorating, preparing auction items, making snack foods for the event, coordinate the basket or project from your class, etc. Preparations for this event begin in August, and also include day of opportunities. Contact Latrice Tate.

#### **Family Reading Night – 2+ hours**

Description: Assist with greeting families, reading stories, or preparing snacks at our Family Reading Night event. This event is scheduled for March 5<sup>th</sup>. Contact Mara Springer.

#### **Eagle Run Fundraiser – 1+ hours**

Description: Help run the annual fun run/walk/5k at Incarnate Word Academy to benefit replacing our gym floor. This event takes place in May. Contact Kara Mohrmann and Tara Copeland.

#### **Musical Stage Set-Up & Tear-Down – 1+ hours**

Description: Contribute to Immanuel’s All-School Musical by helping to set up the stage the week before and/or staying after the performance to help tear-down the stage and set. Heavy lifting is not required.

#### **Musical Scenery, Props, and Costumes – 2+ hours**

Description: Contribute to Immanuel’s All-School musical by helping create scenery, props, and costumes for our kids. No special skills needed; we can find a job for anyone! Preparations generally begin in early April and include several work nights. Contact Mrs. Pam Niewald.

#### **Church and School Picnic – 1+ hours**

Description: Help at Immanuel’s annual church and school picnic by working at a game booth. This event is set for May. Contact Kristi Corley.

#### **Teacher Appreciation Lunch – 2+hours**

Description: Show your appreciation for our wonderful Immanuel teachers by helping prepare and serve a lunch for them, or by watching our students while they enjoy their meal. This event happens in late May.

#### **Field Day Game Helper – 4+hours**

Description: Help our kids have fun at their year-end field day celebration by running games. This event will be on May 18<sup>th</sup>. Teachers will be organizing and contacting volunteers.

#### **Family Fun Night Committee – 4+hours**

Description: Investigate, plan, and run a Fall 2017 (date TBD) family fun event for Immanuel students and families to enjoy.



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#### **Classroom Help**

##### **Cafeteria Supervisor – 1+ hours**

Description: Help give the Immanuel faculty a break on Tuesdays and Wednesdays by supervising lunch time in the cafeteria. Sign up for one week or every week. Contact Mrs. Morris.

##### **School Library Helper – 8+ hours**

Description: Help Immanuel students find and check out books from our school library. This is year round once or twice a month for an hour or so. Contact Mrs. Pam Niewald.

##### **Classroom Party Helper – 1+ hours**

Description: Help plan and run, or purchase items for, the three classroom parties (Christmas, Valentine’s Day, and Easter) during the school year. Contact your teacher and classroom coordinator.

##### **Classroom Coordinator – 8+hours**

Description: Work with PSCE and the classroom teacher to coordinate events in the classroom and for PSCE, such as classroom parties and the PSCE silent auction basket. This is a year round commitment. Contact your classroom teacher.

#### **Maintenance**

##### **Kitchen Towel Washer – 2+ hours**

Description: Take home dirty kitchen towels, wash them at home, and bring them back sparkling clean!! Choose one month on the sign up. Contact Kristi Corley.

##### **Lightbulb Changer – 6+ hours**

Description: Help keep our school bright by checking and changing lightbulbs when needed. Ladder-climbing is included. This is an “as needed” opportunity.

##### **Church Cleaning – 4+ hours**

Description: Help keep our church looking bright and beautiful! Tasks include sweeping, mopping, and vacuuming. Training provided. Bring the family; everyone’s hours count! Choose one weekend or several.

##### **Grounds Clean-Up Days – 2+ hours**

Description: Help keep our school grounds looking neat by helping on any grounds clean-up day, held throughout the year. Bring the family, and everyone’s hours will count!

##### **K-2 Classroom Cleaning – 1+ hours**

Description: Help our teachers by vacuuming, sweeping, emptying trash and recycling, and cleaning bathrooms on Fridays after school. Choose one Friday or sign up for several. Contact classroom teachers.