



GREEN BAY
TRINITY
LUTHERAN SCHOOL

THANK YOU!

The quality of the educational program offered to students at Green Bay Trinity Lutheran School would be severely reduced were it not for the many hundreds of hours of volunteer assistance provided by so many people. Each year, hundreds of important school functions are performed by our volunteers.

To you and to every person who assumes the role of volunteer helper at our school, we say thank you!!! We are in your debt. We deeply appreciate your willingness to join hands with us in providing a Christ-centered, quality education for children. Your help is invaluable, and we do not take it for granted. Rather, we treasure the partnership that exists among our school staff and our volunteers. May God continue to bless our joint efforts on behalf of the boys and girls enrolled in Green Bay Trinity Lutheran School!

Why Volunteer at Green Bay Trinity Lutheran School? The mission of Green Bay Trinity Lutheran School is to provide a quality educational program in a Christ-centered environment for all children within our community. We do this through our vision of Nurturing Mind and Spirit. Volunteering is an important component in achieving our mission and vision. The following seven points outline the reasons parents and families volunteer.

- Volunteering allows staff to give more attention to individual students. A larger number of adults working together to conduct our school program means that individual students can receive a larger measure of individual attention.
- Volunteering allows teachers more time to perform diagnostic functions, to plan more thoroughly, and to provide a more effective learning environment for children.

- Volunteerism provides a means by which parents and others can participate in the education of our boys and girls. Our school program is strengthened by such a partnership, and children benefit as well.
- Volunteerism provides opportunities for individuals to use their God-given talents to help others. Hopefully, those who benefit from volunteer help will come to understand the blessings God showers upon them through the loving, generous efforts of others.
- Service provided by volunteers complements our educational program while keeping costs at a more reasonable level. We simply could not afford to maintain our present level of school programming without volunteer help.
- Relationships are strengthened as school staff and volunteers work together. Our hope and prayer is that our volunteers and our staff members will learn to know and understand one another better.
- Our hope and prayer is that our volunteers will gain a greater understanding of and a greater appreciation for the objectives of Green Bay Trinity Lutheran School.

VOLUNTEER GENERAL RESPONSIBILITIES

Your role in meeting student needs and developing disciples includes these four rules:

- **1. Know and respect the purpose, procedures, mission and vision of Green Bay Trinity Lutheran School**
 - If you must work with children without another adult present, please leave the door unlocked or be visible through a window in line of sight of others.
 - Understand that disciplining is the teacher's responsibility, but correcting is everyone's responsibility
 - Supervise the students in your care at all times.
 - Respect the privacy of students and staff by only discussing school matters with the teacher involved or the Principal. Maintain confidentiality.
 - Evaluation of a child's learning is done by the classroom professional, but you may discuss progress or lack of it as a direct result of your time with the student(s) as a form of feedback to the teacher or principal. The purpose of the feedback is to benefit the student(s)
 - Do NOT engage in any discussion which is beyond the scope of your volunteering.
 - Every volunteer is subject to a background check.

- **2. Work closely with the classroom teacher or principal**
 - Be familiar with classroom, playground, or lunchroom rules
 - Follow the classroom teacher's plan: schedule, topics, and activities.
 - Seek assistance when additional help is needed
 - Share ideas and constructive comments with the teacher or principal
 - Accept direction and supervision from the teacher or principal
 - Notify the school office if unable to work as scheduled

- **3. Work well with and around children**
 - Establish good rapport
 - Support the child's respect for the teacher
 - Be truly interested in the student
 - Use patience and kindness
 - Use the child's name
 - Respect the child's privacy
 - Be comfortable with silence; let the child think

- **4. Make a professional commitment**
 - Be enthusiastic
 - Strive to learn new skills, make new friends, and improve the school community
 - Use a sense of humor
 - Know what to do and where to get help in case of emergency
 - Be consistent and dependable

PURPOSE AND PROCEDURES FOR SPECIFIC VOLUNTEER POSITIONS

- **Position: School Readers**
 - Contact Person: The Classroom Teacher
 - **Purpose:** To share stories with the students.
 - **Procedures:**
 - The classroom teacher will contact you.
 - Report to the office to sign in
 - Go the classroom of the teacher you are assisting
 - The teacher will provide you with specific instructions
 - Return to the office to sign out

- **Position: Academic Tutor**
 - Contact Person: The Classroom Teacher
 - **Purpose:** Assist the classroom teacher by reinforcing instruction to individuals or designated small groups
 - **Procedures:**
 - The classroom teacher will contact you.
 - Report to the office to sign in
 - Go the classroom of the teacher you are assisting
 - The teacher will provide you with specific instructions

- Return to the office to sign out
- **Position: Teacher Clerical Helper**
 - Contact Person: The Classroom Teacher
 - **Purpose:** Assist the classroom teacher with miscellaneous clerical tasks.
 - **Procedures:**
 - The classroom teacher will contact you.
 - Report to the office to sign in
 - Go the classroom of the teacher you are assisting
 - The teacher will provide you with specific instructions
 - Return to the office to sign out
- **Position: Head Librarian**
 - **Contact Person:** The Principal
 - **Purpose:** See that books are organized and repairs are made. Read to the students and generate interest in reading.
 - **Procedures:**
 - The principal will contact you
 - Report to the office to sign in
 - Go to the library
 - Organize library activities
 - Make recommendations for shelving, discarding, or purchasing of new books or materials.
 - Return to the office to sign out
- **Position: Assistant Playground Supervisor**
 - **Contact Person:** The Principal and Administrative Assistant
 - **Purpose:** Assist the teacher with supervising students on the playground
 - **Procedures:**
 - The principal or administrative assistant will contact you
 - Report to the office to sign in. The office will provide you with the name of the supervising teacher
 - Report to the playground through the west door to the playground and to the supervising teacher.
 - Three recess times are provided, choose one, two, or all three.
 - Morning Recess
 - Grades 5-8, 11:40-12:00
 - Grades K-4, 12:00-12:30
 - A teacher will bring the students to the playground
 - The teacher will provide you with specific instructions
 - Playground procedures:
 - Move around the playground, stay visible.

- Avoid having long conversations with other adult supervisors; the main purpose is pupil supervision.
 - No personal cell phone use.
 - Encourage children to use equipment and playground ropes/balls as they are designed to be used. No kicking balls against the building or onto the roof.
 - If students argue, separate them and let them try to work out conflict on their own first.
 - For more severe conflict, contact the teacher.
 - Feel free to separate students unable to resolve their own conflicts. They may either play separately or you may issue a cooling down period.
 - For minor scrapes or cuts, use the first aid kits provided.
 - For more severe accidents contact the supervising teacher and appropriate action will be taken. You must complete an accident report after recess.
 - When recess ends, the students will line up. The teacher(s) will lead the students inside.
 - Return to the office to sign out
- **Position: Field Trip Volunteer**
 - **Contact Person:** The Classroom Teacher and the School Office
 - **Purpose:** Assist the teacher with the monitoring of students during a field trip and/or help transport students to the field trip.
 - **Procedures:**
 - When you notify the teacher your willingness to volunteer, the classroom teacher will contact you.
 - Submit an application for a background check (if not done in the previous three years).
 - Coordinate with the classroom teacher regarding the specific needs for the field trip.
 - On the day of the field trip, sign in at the school office. At the end of the field trip, sign out in the school office.
- **Position: Lunchroom Supervisor**
 - **Contact Person:** The Principal or Administrative Assistant
 - **Purpose:** Supervise and monitor behavior of students in the lunchroom or assist in the serving of lunches.
 - **Procedures:**
 - The principal or administrative assistant will contact you
 - Report to the office to sign in.
 - Report to the lunchroom
 - Two lunch periods

- Grades K-4, 11:30-1200
 - Grades 5-8, 12:00-12:25
 - The teacher will bring students to the lunchroom and complete point-of-service requirements
 - Directions for serving lunch will be provided by the administrative assistant.
 - Lunchroom supervision procedures:
 - Move around the lunchroom, stay visible.
 - Monitor behaviors.
 - Avoid having long conversations with other adults. The main purpose is pupil supervision.
 - Encourage children to eat their food and save the lengthy conversations for recess.
 - Students should remain seated while eating and not move from table to table.
 - When ready, have students orderly line up against the west wall.
 - When all is quiet, lead students to the hallway outside their classroom to get ready for recess.
 - Students should move quietly in the hallway so that they do not disturb the office, guests, or other classrooms.
 - Return to the office to sign out.
- **Position: Mentor**
 - **Contact Person:** The Principal
 - **Purpose:** Mentor or tutor students in math facts, reading, spelling, monitor make up tests, tutor make up school work, or overall help students to succeed.
 - **Procedures:**
 - The principal will contact you
 - Report to the office to sign in.
 - Let teachers know that you are here and return to the office.
 - When session in completed sign out at the office.
- **Position: Classroom Parent**
 - **Contact Person:** The Classroom Teacher
 - **Purpose:** Plan and assist the classroom teacher with parties and celebrations
 - **Procedures:**
 - Report to the office and sign in.
 - Go to the classroom of the teacher you are assisting
 - The teacher will provide you with specific instructions
- **Position: Book Fair Coordinator**
 - **Contact Person:** Book Fair Teaching Staff
 - **Purpose:** Plan, assist, market, and enhance the bookfair.

- **Procedures:**
 - Coordinate with the classroom teacher who is setting up the book fair with Scholastic.

- **Position: Box Tops/Coke Cap Coordinator**
 - **Contact Person:** School Secretary
 - **Purpose:** Assist the school with the financial needs of educating the children.
 - **Procedure:**
 - Coordinate with the school secretary for the specific needs of each program
 - Work with the school faculty and parents to raise awareness and market the needs of each program.

- **Position: Sports: Concessions/Line Judging/scoreboard/scorebook/hall monitors**
 - **Contact Person:** Athletic Director
 - **Purpose:** To help serve food/help the sporting event run smoothly/keep track of scores during games/assist in making games run smoothly/watchdog during games
 - **Procedure:**
 - Meet at specified times of sporting event(see AD for these times)stay throughout your specific time frame-let AD know when you are done or if there were any problems.
 - **Events:** VB season-Beginning of Sept-middle of October(various dates-see google calendar)
BB season First Friday in Nov-end of January(various dates-see google calendar)

COMMITTEE OPPORTUNITIES

- Auction Committee
 - **Contact Person:** Principal
 - **Purpose:** Plan and assist efforts to raise funds for the school.
 - **Procedures:**
 - Attend regular meetings
 - Plan theme
 - Market the auction
 - Sell tickets
 - Receive donations
 - Prepare auction items
 - Work during the auction for the various needs of the committee

- Partnering with Parents (PWP)
 - **Contact Person:** Principal
 - **Purpose:** To plan various events for the school year.
 - **Procedure:** Meet at different times of the year with the principal, administrative assistant or teacher to work on planning various events throughout the school year.
 - **Events:**
 - Back to School Night
 - Jack's Run
 - Walk-A-Thon
 - Love and Logic Parent Classes
 - Donuts for Dads
 - Muffins for Moms
 - Christmas parties
 - Knowledge Bowl
 - Grandparents Day
 - Last Day of School