**The Lakeside School Volunteer Program**

**2022-2023**

The Lakeside School volunteer program has been created to stimulate and increase participation and

involvement by all families. Each family is asked to work a minimum of 10 volunteer hours in service to

the school. Volunteer assistance with school improvement and other activities will keep outsourced

costs to a minimum helping our budget go further. Opportunities for volunteering will be sent via email. Families who do not wish to participate in the Volunteer Program will be assessed up to $250.00 per school year as set forth below. In the event of withdrawal or dismissal, families will still be responsible for a prorated amount.

**Program Guidelines**

1. Each family will be required to submit Parent Volunteer Forms verifying completion of their service hours. Forms are available in the office and show details of work performed, the number

of hours worked, a space for parent/guardian signature, and a space for an authorizing member’s signature. Each individual or family is responsible for completing, signing, and acquiring

an authorizing member's signature and turning in the form to the office. Authorizing members

are any member of the current Board of Trustees, Head of School, Assistant Head of School,

Registrar, teachers, coaches, Chiefs Club President, PTO President, or Event Coordinator.

Forms turned in without one of these signatures will not be credited to your account. All forms must be turned in by the end of the following month in which the work was performed. For assessment program purposes the school year runs from June 1st to May 15th each year. I also understand that if my child is a Senior, my volunteer hours must be completed by May 1st. In the event my hours are not

completed by May 1st, I understand that my child may be prohibited from participating in the

graduation ceremony.

2. For families who do not complete their volunteer hours, the monetary assessment will be

prorated according to hours worked.

**Example**

Volunteer hours required for each family: 10 hours x $25.00 = $250.00 hours credited - no fee required.

If only worked 6 hours x $25.00 = $150.00. Remaining balance due for the year: = $100.00 will be due.

0 hours worked x $25.00 = 0 therefore, an assessment of $250.00 will be due.

3. Parent Volunteer Hours are posted on FACTS and can be seen through the Family Portal.

4. Statements for assessments will be mailed April 15th each year and are due on May 31st of the

school year. All Volunteer Verification Forms and assessments due must be completed or paid in

full before final report cards are issued.

5. Work performed on school grounds, in or on facilities, money-making projects such as the Deer

Hunt, concession stand work, or other approved work, will count as hour credits. Hours worked

over the 10 that are required will not be forwarded to the next year. Donations of hours from one family to another will not be transferred. Any family having trouble acquiring hours may appeal to the

Head of School.

**Positions qualifying for automatic volunteer hours include:**

Board member

Room Mothers

Chiefs Club Officers

PTO Officer

Event Coordinator (Deer Hunt, Tech Trot, Fall Festival, Polar Express, etc.)

Full-Time Faculty and Staff

A picture containing calendar

Description automatically generated

**Parent Volunteer Form**

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check here if WestRock Employee: \_\_\_\_\_\_\_ Employee’s Spouse: \_\_\_\_\_\_\_

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Total Time** |
|  |  |  |  |

|  |  |
| --- | --- |
| Member Signature: | Date: |
| Authorized Signature: | Date: |
| Hours Recorded By: | Date: |

The Lakeside School

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