



Parents Volunteer Service Program 2018-2019

Dear Parents,

Assalaamu Alaikum,

The education of our children at **LUA** is depending on the close partnership between parents, community and the school.

As all private schools require parents to engage in volunteer service, **LUA** too counts on the additional services parents can provide to contribute to the children's success at school and to utilize all of our resources more effectively. Your volunteer services will help offset some expenses to keep tuition affordable to the majority of interested parents in our community.

LUA has developed a **Parents Volunteer Service Program** that requires a minimum of **30 hours** of volunteer service.

- fifteen hours to be completed by January 31, 2018 and
- fifteen hours to be completed by May 31, 2018.

The hours can be completed by working directly with your child's teacher, through the PYO, board committees, school projects, etc.

In lieu of the required hours of service parents may choose to make a tax-deductible donation of \$15.00 per missed service hour.

Please check from time to time with the **LUA** office or with the **Program Coordinator** for a listing of projects or events that need volunteers. The name of the Program Coordinator will be announced at the beginning of the school year.

Parents **MUST** make sure their hours are recorded on the **Volunteer Hours Form** available in the office. Be sure to submit the form to the office when you have completed service.

The office will keep track of your recorded total hours of service. For any missed service hours an invoice will be sent to you at the end of each grading period.

Attached is a list of ways to earn parent service hours.

Jazakum Allah Khair for contributing to the success of your children at **LUA**.



Ways to earn parent service hours

Front Office

Any time during the office hours: Monday – Friday: 7:45 am – 3:30 pm

- Copying/Sorting/distributing notices for students
- Running errands for school as needed
- Creation of school flyers/notices (*for volunteer with strong English & computer skills only*)
- Other office tasks as assigned

Help in LUA events:

- Welcome Back to school events
- Science Fair setup
- Back-to-school Open House
- Academic competition events
- Heritage Fair setup and clean-up
- EID / Ramadan activities
- Hajj Simulation setup
- School Year Book
- Cafeteria mentors
- Academic mentors
- After school programs

Examples of other Opportunities:

- Attending PTO planning meetings
- Baking for PTO
- Helping with hospitality needs for specific school functions
- Periodic school cleaning up and landscaping
- Driving for field trips
- Supervising students during field trips
- Assisting with specific fundraising activities
- Setting up or cleaning up after school events
- 10 reams of paper = 2 hours

Parent's Name: _____ Signature: _____

Student's Name(s) _____

