

PTL Time and Talent Program

A Review of 2011/2012: The Time and Talent Program is more successful than ever! The work that is being accomplished – the THOUSANDS of dollars being saved and earned – the tremendous help that the program provides to our faculty and staff – all these things continue to show what a fantastic



team we are when we work together to further the ministry of Our Shepherd! Ultimately, our children are the winners and beneficiaries of this program. To God be the glory! Our committee prays that the Time and Talent program was as beneficial to you as it was for our school. Maybe you met a new family, made a friend or shared a laugh. Our prayer is that you saw the program's benefits –overlooked its quirks – and realized that you are a valuable, integral part of the team here at Our Shepherd Lutheran School.

The Time & Talent Program

The foundation of the program is this: All families of children who attend Our Shepherd need to donate a minimum of 10 hours of their time throughout the school year. The program is set up for each family to earn credits for the many different ways they contribute to the school. This time can be spread out among different events and services. Time can be divided among Market Day, room parent duties, library assistant, class room assistant, and much more. If you are unable to give the entire amount of time, then at the end of the year the remaining time will be assessed at a rate of \$10/hour. If your schedule will simply not allow you to serve, a “buy-out” option is available to opt out of some or all of the Time and Talent requirements.

Determining What Counts

A few simple guidelines will help you understand what counts – and what doesn't – in the Time and Talent Program. First of all, keep in mind that 10 hours is not a lot of time when divided into 10 months! The easiest way to know if your service time counts is to determine if this is a general school/PTL activity or is this an elective (optional) activity? Only activities that a class or group of classes does traditionally with the teacher, staff, or PTL event are part of the Time and Talent program. If the function is an elective program, (for example, band, scouts, chess club, drama club, sports, etc) then the



hours you spend supporting these functions would not count against your Time and Talents balance.



Also, please note that the **kitchen co-op requirement** is in addition to the

Time and Talents program. It is a separate requirement and is arranged with Mrs. Curtis. The **Parent Work Sessions** is also a separate requirement. However, **the lunch room monitor** is a program that assists in the lunch room with the follow up of assisting at recess and hence **this covers both of your requirements** for kitchen co-op and Time and Talent credit.

Tracking Your Time

We will continue with the logging of time on a catalog card file (very similar to Mrs. Curtis' system in the kitchen). Every family's name will

be on an index card within a card catalog that will be kept in the library. All you'll need to do is pull your family's card, write down the date, activity, and hours served, and place the card back into the card file. This is an honor system! For events taking place after normal school hours, a log may be provided by the person in charge, but each family is responsible to log all service hours into the card file. If you are working at home in support of a school function, then you can log the service and time at your earliest convenience. At the end of the school year the time donated is tallied and the families with a balance of time remaining will be assessed at a rate of ten dollars per hour.

Maintain Accurate Records! Your time and talent committee spends many hours phoning and mailing out letters to those families with blank or minimally recorded cards. Subsequently, the committee has discovered that most of these families had given their time, but had not logged their hours. This will no longer be the case. **It is each family's responsibility to log all service hours into the card file before the end of the school year.** As in previous years, a reminder will be placed in the Lamb's Connection 2 to 3 weeks prior to the final tallying of time. This is to persuade those families who have not been recording their time throughout the year to update their card.

PLEASE NOTE THIS IMPORTANT CHANGE: Those families who have not maintained an accurate record of hours served will be charged

an additional \$10 service fee, which will go into the PTL general fund. This fee is being added in the hopes that all families will do their part to maintain an accurate record of hours served, therefore allowing the Time and Talent Committee to avoid the inconvenience of mailing letters, making and handling numerous phone calls and emails, and adjusting tallies on cards to ensure that they are correct. To maintain consistency and accuracy, only one person will keep account of the log for the entire school year. This year it will be **Kim Woodfin (248.542.4417), or kim@woodfin.us).**

Keeping You Informed

We will do our best to keep you aware of available opportunities through the monthly calendar and Lamb's Connection. We will continue to "fine-tune" the system to ensure fairness and accuracy. If after looking at the "Time and Talents Opportunity List" you do not see the areas for which you have volunteered in the past – or you would like to investigate further what you or your family can do – please contact Kim Woodfin so we can talk about your interests, abilities, and schedule, and try to match you with specific tasks and opportunities as they arise.

We are so thankful for the many families of Our Shepherd Lutheran School, and for the unique gifts and abilities which each family brings in service to our Lord and Savior! May God bless all of us, and may He continue to bless the mission and ministry of Our Shepherd

Time and Talent Coordinator

Kim Woodfin: (248) 542-4417
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Time and Talent Opportunity List

PTL Committee's Already Established

- Room Parents
- SCRIP
- Market Day
- Product Acquisition
- Field Day
- Time and Talents Committee
- Cookie Walk
- PTL Events



Events Organized by Above Committees

- Room Parents & activity/event assistance
- Teacher Appreciation/Lutheran School's Week
- Cookie walk: Set up, clean up, assistance day of event
- SCRIP assistance
- Saturday morning Market Day assistance (monthly)
- Counting/cutting box tops (see separate sign-up/return slip)
- Field Day: assistance, games, food, collecting donations, shopping, promoting etc.
- And many, many more school related activities!

Miscellaneous

- Crossing Guard: A.M. and P.M.
- Church Extension Fund (CEF)
- Lunch Room Monitors
- Library Assistant



- Office help/Lamb's Connection collating
- PTL Officer
- New committees as they are needed
- Teacher support: memory, reading, grading, field trips, making copies
- School bulletin boards
- Musical/play support (school produced not Drama Club)