



LUTHER MEMORIAL ACADEMY
FAMILY VOLUNTEER TUITION CREDIT FORM
2026-27 School Year

Dear Families,

We are pleased to offer our **Family Volunteer Tuition Credit Program**, which allows families to earn tuition credit by volunteering at approved school events and activities. This program is designed to strengthen our school community while providing meaningful opportunities for family involvement.

How the Program Works

Families may volunteer for eligible school events, activities, or other extracurriculars sponsored by the school. (Please see attached list of events.) Upon successful completion and verification of volunteer hours, families may receive tuition credit applied to their student's account.

Volunteer opportunities will be communicated throughout the year, and participation is entirely optional. Families may choose which opportunities best fit their availability and interests.

Tuition Credit Guidelines

To ensure fairness and consistency, the following guidelines apply:

- Volunteer time must be completed at an event, activity, or extracurricular program listed on the *Family Volunteer Tuition Credit Event List* to qualify for tuition credit.
- A family must volunteer for 10 complete hours in order to receive a \$250 tuition credit.
- Volunteer hours earned may be applied as tuition credit for the current school year only and do not carry over to future years.
- Tuition credit is earned only after volunteer hours are completed and verified by the designated school staff member.
- Credits are applied to tuition only and have no cash value.
- There is a maximum of \$250 tuition credit per student per school year.
- Households with more than one enrolled student may earn 10 hours/\$250 tuition credit for each student.
- Tuition credits are non-transferable and may only be applied to the enrolled student(s) listed on the form.
- Incomplete, unverified, or no-show volunteer commitments will not qualify for tuition credit.

Important Policies and Legal Notices

By participating in the Family Volunteer Tuition Credit Program, families acknowledge and agree to the following:

- Participation in the program does not create an employment relationship between the volunteer and the school.
- Volunteers are not considered employees or agents of the school and are not entitled to wages, benefits, or workers' compensation coverage.
- The school reserves the right to modify, suspend, or discontinue the program at any time.
- The school may deny or revoke tuition credit for failure to follow school policies, safety procedures, or volunteer expectations.
- Families assume responsibility for ensuring volunteers meet any required age, training, or background check requirements. Please refer to our Required LMA Volunteer Clearances page.
- The school is not responsible for personal property brought to volunteer activities.
- Participation is voluntary, and families choose to participate at their own discretion.

Verification and Approval

All volunteer hours must be documented using the Luther Memorial Academy Family Volunteer Tuition Credit Form and are subject to final approval by the school administration. Tuition credit will be applied only after verification is complete.

We are grateful for the time, talents, and energy our families contribute to our school community. Your involvement makes a meaningful difference, and we thank you for partnering with us in support of our students.

If you have questions about the program, please contact me at mthom@lmaerie.org.

Best,
Michelle Thom, Principal



LUTHER MEMORIAL ACADEMY FAMILY VOLUNTEER TUITION CREDIT FORM

Family Volunteer Tuition Credit Event List 2026-27

Throughout the year:

- Parent-Teacher League
 - Attending meetings; helping at events, etc.
- Serve on School Board
 - Applications available
- Hot Dog Lunch
 - Weekly on Thursdays; 2 - 3 hours per week
- Special Lunches
 - 1 - 2 days per month; 2 hours
- Picture Days
 - Various tasks; 2 - 3 hours
- Ice Cream/Snack Cart
 - Weekly on Fridays; 1 hour per week
- Field trips
 - Drivers, chaperones as needed
- Organize a new club, sport, extracurricular activity
- Organize a Family Event
 - Rollerskating, movie night, themed fun night, etc.

Extracurriculars:

- Newspaper club
 - Approx. 2 meetings per month (after school)
- Lego League
 - 2 - 3 meetings per week from September - February
- School Play
 - 2 - 3 rehearsals per week from January - April

Sports:

- Cheer Team
 - Weekly practices after school in Fall/Spring
- Cross Country Team
 - 2 - 3 weekly practices/meets August - October
- Track and Field Team
 - 2 - 3 weekly practices/meets March - May
- Basketball Team
 - 2 - 3 weekly practices/games in season
- Bowling Club
 - Weekly, January - March
- Soccer Team
 - Establishing, recruiting team; practices, games in season
- Swim Team
 - Establishing, recruiting team; practices, games in season

August:

- Back to School Picnic
 - Various tasks with set up, food, etc.; 2 - 5 hours

September:

- Block party
 - Prep, set up, gift basket collection, etc.; 5 - 10 hours
- LMA Sunday
 - Various tasks with reception; 2 - 3 hours

October:

- Trunk or Treat
 - Organizing and recruitment; 3 - 5 hours
- Middle School Halloween Dance
 - Set up, clean up, food prep, etc.; 3 - 5 hours

November:

- Thanksgiving Feast
 - Organizing, cooking, set up, clean up, etc.; 3 - 10 hours

December:

- Cookie Box Sale Fundraiser
 - Organizing and recruitment; 3 - 5 hours
- Christmas Fair
 - Organizing and recruitment, set up, volunteer day-of, clean up, etc.; 2 - 10 hours
- Family Christmas Caroling
 - Organizing; 2 hours

February:

- Ice Skating Party
 - Scheduling, organizing, food/drink sales; 2 - 3 hours
- Read Across America Week
 - Various tasks; 2 - 3 hours

March:

- Trivia Fundraiser
 - Scheduling, set up, volunteer day-of, etc.; 2 - 5 hours
- 8th Grade Etiquette Luncheon
 - Set up, serving, cooking, clean up; 2 - 5 hours
- St. Patrick's Parade
 - Various tasks; 3 - 5 hours
- Middle School Dance
 - Set up, clean up, food prep, etc.; 3 - 5 hours
- LMA Open House
 - Set up, clean up, prep, etc.; 3 - 5 hours

May:

- LMA Spring Program
 - Various tasks; 2 - 3 hours
- Field Day
 - Volunteering; 2 - 3 hours

June:

- Kindergarten promotion
 - Set up, clean up, etc.; 2 - 3 hours
- 8th grade graduation
 - Set up, clean up, food prep, etc.; 3 - 5 hours
- Middle School Dance
 - Set up, clean up, food prep, etc.; 3 - 5 hours
- Waldameer picnic
 - Various tasks; 2 - 3 hours



LUTHER MEMORIAL ACADEMY
FAMILY VOLUNTEER TUITION CREDIT FORM
2026-27 School Year

Family Information

Primary Parent/Guardian Name: _____
Secondary Parent/Guardian Name (if applicable): _____
Email Address: _____ Phone Number: _____
Student Name(s): _____
Grade(s): _____

Volunteer Opportunity 1

Event / Activity Name: _____
Date(s) of Event: _____
Location (if applicable): _____
Staff Contact / Event Coordinator: _____

Volunteer Commitment

Volunteer Role / Task Description:
Estimated Hours Committed: _____ hours
Actual Hours Completed (office use or post-event): _____ hours

Volunteer Opportunity 2

Event / Activity Name: _____
Date(s) of Event: _____
Location (if applicable): _____
Staff Contact / Event Coordinator: _____

Volunteer Commitment

Volunteer Role / Task Description:
Estimated Hours Committed: _____ hours
Actual Hours Completed (office use or post-event): _____ hours

Volunteer Opportunity 3

Event / Activity Name: _____
Date(s) of Event: _____
Location (if applicable): _____
Staff Contact / Event Coordinator: _____

Volunteer Commitment

Volunteer Role / Task Description:
Estimated Hours Committed: _____ hours
Actual Hours Completed (office use or post-event): _____ hours



Tuition Credit Information

Tuition Credit Rate (if applicable): _____

Total Tuition Credit Earned: \$ _____

Tuition credits will be applied according to school policy and may be subject to approval and verification.

Acknowledgements

Please initial below to confirm:

_____ I understand that volunteer hours must be completed to receive tuition credit.

_____ I understand tuition credit policies, limits, and deadlines as outlined by the school.

_____ I agree to follow all school volunteer expectations and guidelines.

Signatures

Parent/Guardian Signature: _____

Date: _____

School Approval Signature: _____

Date: _____

Office Use Only

Hours Verified By: _____

Date Verified: _____

Credit Applied On: _____

Clearances Completed

_____ Child Abuse

_____ Criminal History

_____ FBI Fingerprinting OR FBI waiver

_____ Driver's License



**LUTHER MEMORIAL ACADEMY
FAMILY VOLUNTEER TUITION CREDIT FORM**

2026-27 School Year

Required LMA Volunteer Clearances

1. Child Abuse: <https://www.compass.dhs.pa.gov/cwis/public/home>

(Free of Charge - The fee for volunteers continues to be waived once every 57 months.)

To obtain a Pennsylvania Child Abuse History Certification:

Go to the link above.

From the Child Welfare Portal page click on "Create Individual Account."

Create a Keystone ID – print this page for your records.

Using the temporary password emailed to you, log back in and create your own password. Record your password someplace safe. You will be required to log in again in order to apply for the clearance.

Now that your individual account is created, from the Child Welfare Portal page, click "Individual Account." Click "Access My Clearances."

Log into your account using your Keystone ID (username) and password. Complete each section of the application as required.

For Application Purpose – check "Volunteer having contact with children."

*If you do not wish to complete the application online you may download, complete, sign and mail in a paper copy. A link to the paper copy can be found in the Getting Started section of the application. Please note it may take several weeks to obtain clearances this way.

2. Criminal History: <https://epatch.pa.gov/home>

Free of Charge

3. FBI Fingerprinting: <https://uenroll.identogo.com/> use code: 1KG738

You DO NOT need to be fingerprinted if you have lived in Pennsylvania for 10 years or more. You only need to sign the below waiver.

FBI Waiver

_____ swear and affirm that I have been a continuous resident of Pennsylvania for the past 10 years and therefore am not required to obtain an FBI clearance. I further swear that I am not disqualified from volunteer service based upon a conviction or offense under code s6344.

Signature _____ Date _____