

C.E.A. VOLUNTEER POSITIONS

CLASSROOM VOLUNTEER POSITIONS

Field Trip Coordinator — Interesting and educational field trips can be wonderful learning experiences for children. This is especially true if the trip “ties in” with what is being learned in a subject area such as science or history. (Science field trips should be coordinated with the Science Activities Coordinator). Our field trip coordinators should work with the teacher to determine appropriate field trips for the year. *Two field trips per semester are recommended for most classes.*

*The field trip coordinator is responsible for clearing the planned trip through the office, and providing an information flyer for approval by office staff **prior** to distributing them to the children and their parents. He/she also coordinates needed drivers. NOTE: Each parents must be willing to drive to one activity, as needed.*

One final field trip or service project will be planned on the last Wednesday of the school year. This is done in order to provide the teachers time to do needed grading of final year-end items. An all- school field trip may be planned for the year. In this event, you may be asked to assist with this trip. ***An important point to remember is that the coordinator should provide original medical release forms to drivers for each child riding in that vehicle.*** These forms can be obtained from the C.E.A. Office. **After each outing, a Field Trip form is to be filled out and returned to the office, along with medical release forms.**

In addition, a school-wide field trip chairman will provide oversight to ensure that all classes are participating in a wide range of outings and that an adequate number of field trips are being planned for each grade.

Reading Books Coordinator — C.E.A. owns a number of sets of reading books which are used year after year within a grade. If an assigned reading book is not owned by C.E.A., the reading coordinator determines if adequate copies for the students can be obtained through the public library system or upon approval from the Office, purchases copies for the children. Several bookstores, mail order companies, and internet sites provide an education discount, and coordinators are urged to shop for the best available price. (Locally, Steve’s Sundry and Novel Idea stores offer a discount on education purchases.) If obtaining books from the library, each student may be asked to check out his/her own copy or the coordinator can use the teacher’s academic library card. The teacher should inform the coordinator of books needed well in advance of the start of a new unit to ensure sufficient copies by the date needed.

Science Activities Coordinator — Although our science textbooks are excellent, we desire to embellish them with opportunities for hands-on learning (experiments, demonstrations, projects, field trips, videos, etc.) Each classroom will have a science activities coordinator responsible for working closely with the teacher to provide such enhancements. He/she may arrange for special speakers, work with the field trip coordinator to provide off-site learning opportunities, schedule relevant videos (see C.E.A. office for list of science videos), etc. The

possibilities in this area are almost endless. Note that the teacher may ask that certain activities be scheduled for after school hours. Should a VCR or use of another room be needed, the coordinator must work with the office to meet these needs. See the office for a list of C.E.A.-owned science materials. When each science activity is completed, a Science Activities form is to be completed and a copy filed in that grade's science activities notebook which is kept in the C.E.A. office.

Social Activities Coordinator — Each class of students will enjoy getting to know each other and developing friendships outside the classroom. Each social activities coordinator should plan two outings or parties per semester which will encourage social interaction among the students of that class. Socials should be cleared through the C.E.A. office, and the information flyer is to be approved by office staff prior to its distribution. This coordinator will arrange for needed drivers should an event be off campus. Use of a room at C.E.A. should be cleared through the C.E.A. office. The coordinator is responsible for seeing that any area used is left clean and orderly.

Teacher Aide — Those serving as aides perform a variety of tasks at the request of the teacher, and work approximately two hours per month. They may be asked to grade tests, prepare charts, laminate materials, set up the display table for the spring Talent Share, etc. in order to assist the teacher. By freeing some of the teacher's time, aides play an important part in making C.E.A. an excellent support system for home school families. NOTE: A phone tree and e-mail list should also be organized by each teacher aide. If calls are made relating to classes being canceled, the teacher's aide for that class will call the families living the farthest from C.E.A. first, and then work down the list.

Yearbook Coordinator — This person works with individuals representing other classes to help coordinate the production of an annual C.E.A. yearbook. These volunteers gather information regarding cost and format for approval by the Board. They also take and/or collect suitable photographs for inclusion, and perform various functions (layout, proofing, etc.) as instructed by the outside company.

Year-End Coordinator — In early April the coordinator from each class meets to plan the annual year-end program. One coordinator will be designated as the chairman. On the last day of school each year, parents and other guests join us for an all-school program to honor students for their achievements and character development over the past year. We also recognize our teachers and express appreciation for their hard work.

YE coordinators also work with the teachers to make sure tasks on the year-end check-list are completed (grade cards copied for files, curriculum lists filed, desks cleaned, supplies inventoried, C.E.A. books checked in, etc.) YE coordinators may enlist the help of other parents from the class to help as needed.

ALL-SCHOOL VOLUNTEER POSITIONS

Book-It, Fair Tickets, and School Calendar Coordinator — This coordinator acquires Book-It material for younger grades and fair tickets each fall for C.E.A. students and those homeschooled siblings who will not receive tickets from another source (support group, church group, etc.) Book-It information, coupons, and fair tickets are distributed through the classroom teachers. Additionally, this individual prepares a printed school calendar for C.E.A. He/she obtains information for inclusion in the calendar from the C.E.A. Board, and upon completion and approval of the final calendar, copies the calendar for distribution to our families. The calendar work is done in the spring for the *following* school term.

E-Mail Correspondent — This individual maintains a databank of e-mail addresses of high school students and C.E.A. parents. This information is utilized to disseminate general C.E.A. information deemed appropriate for e-mail distribution. This volunteer also works closely with Key Club in order to ensure that parents and members obtain timely information pertaining to service projects, meetings, and other Key Club opportunities. Information may be sent directly to the e-mail correspondent for consideration, and this individual will review the information and determine if additional information/details are needed. Upon receiving a “final version,” the correspondent will forward the information to a Board member for approval of its dissemination to all C.E.A. families or to a specific distribution list. Parents are responsible for informing the E-mail Correspondent of any e-mail address changes.

Fund-raising Committee — These individuals are responsible for coordinating one or two fund-raising projects per school year. The committee researches and then recommends projects to the Board for approval prior to beginning work on the project. The committee will provide information flyers as needed for Board approval, and then coordinate printing and distribution of them through the classroom teachers. Committee members are responsible for collection of monies and maintaining necessary financial records.

Graduation Committee — These individuals work together to obtain and coordinate information relevant to our upper grades regarding state graduation requirements, college requirements, College-Level Examination Programs, ACT and SAT examinations, driver's education, etc. They also gather information pertaining to activities such as a senior trip, fund-raising needs for such a trip, as well as information relating to rings, senior pictures, announcements, a graduation ceremony, etc.

Hostess Committee — The Hostess Committee will organize the receptions for Orientation, the fall play/musical and the spring “Talent Share.” Members will take responsibility for setting up the facilities, decorating, serving, and cleaning up when the reception is over. Information regarding the budget for these functions will be provided through the office, and must be obtained by the coordinator *prior* to requesting reimbursement for expenses relating to paper goods, decorations, etc.

Key Club Sponsors — These individuals work with the Key Club Advisor to oversee this organization for C.E.A. and act as our liaisons with Kiwanis International, the organization which sponsors Key Clubs around the country. Members will attend meetings and activities

as needed, and provide valuable adult advice to members of the Club as they develop leadership skills and perform service projects throughout the year. Assisting with transportation needs and an occasional out-of-town activity may be requested. Sponsors report to the Board representative for Key Club to ensure that activities coordinate with other school activities and meet C.E.A. criteria for participation.

Musical/Play Committee — This committee works together to select, plan, and present a student dramatic, comedic or musical program during the fall semester. In the past, Christian musicals have given our students the opportunity to perform/sing in front of parents and guests. A small fee is charged for each family involved. One person on the committee prepares a program to be handed out at the performance. Other needs relate to sound equipment, costumes, choreography, etc. In addition, this committee coordinates the parents in assisting as needed for the program. They also work with the C.E.A. Hostess for set-up and clean-up relating to the reception following the performance.

School Pictures Coordinator — This individual arranges for the yearbook photographer to take class and individual photos during September or October. He/she coordinates use of the facility for this function, disseminates photo flyers, helps set up the room as needed, verifies photos taken, and distributes photos when received.

“Parent Connections” Committee — With the goal of promoting fellowship and relationship among our parents, this committee will work with the C.E.A. Board to plan a number of fellowships throughout the course of the year. They will organize one or more "all parents" activities, as well as a limited number of activities for mothers/daughters, fathers/sons, fathers/daughters, etc. They will provide opportunities for C.E.A. parents to learn and grow together as they seek to disciple and train up their children.

Spelling Bee Committee — Members of this committee organize the annual spelling bee held each year at the end of January. They utilize information from the local sponsor and coordinate the date of the bee, hand out information to teachers and participants, purchase needed trophies, ribbons, and set up the sanctuary for the spelling bee. Planning should begin in November in order to provide needed materials in a timely manner. Committee members will also provide for an emcee, a person to pronounce the words, and two or three judges for the bee.

Supplies Purchaser — This person will be responsible for purchasing any needed supplies for the office or the program in general. A list of needed items will be submitted periodically through the year. These items can generally be purchased at local office supply stores or discount stores such as Wal-Mart. A C.E.A. check with a tax-exempt card will be provided for most purchases. Receipts must be turned in to the office.

Talent Share Committee — These individuals work together to plan and present a “Talent Share” each spring. Students, siblings, parents, and teachers are all encouraged to participate and share a talent (singing, recitation, musical performance, skit, art work, etc.) with their relatives and guests. Each entry is to be submitted in writing for approval by the committee by the deadline given. Selections need not be specifically Christian, but they *must* be

consistent with a Christian witness and in good taste. Any “questionable” items must be cleared through the C.E.A. Board. A program is printed listing all those participating and their selections.

Talent Share Night is also the time when each class is to set up a display table for projects, reports, etc., that they have worked on during the year. (The Teacher Aide for each class is responsible for setting up the display table as directed by the teacher.) Snacks provided by the parents are served afterwards, and a clean-up crew will work with the C.E.A. Hostess Committee so that the facility will be left clean and in order following the evening’s activities.