

POSITION OF SERVICE DESCRIPTION AND PROCEDURES

Kick off Event is a fun filled family event to start off the new school year!

Perform the following checklist:

- Obtain budget amount from the Board
- Begin planning one-two months in advance of the event (& stay in communication with other team members while planning!)

Helpful Hints:

-Families that attend should bring a potbless meal to share.

-You may plan games/activities for parents and children of all ages to play! (Prizes may also be awarded)

- Choose a venue (location) for the event. If needed, you may contact a venue liason for the following locations:
Spring Lane Assembly of God –Denise Godley godley1@windstream.net or Anne McEvoy annemcev@yahoo.com
Sanford Church of God- Ann Grodi grodi1@windstream.net
Cumnock Baptist Church- Jan Hill janhillbooks@gmail.com
- Inform Anne McEvoy (Board Member & calendar coordinator) of any changes regarding the event annemcev@yahoo.com
- Turn in receipts for items purchased for the event to a Board Member for reimbursement (any budget overages will not be reimbursed)
- Post (on the Yahoo loop) the
 1. Name of event
 2. Date, place and time of event
 3. CHECC members responsibility (RSVP, what to bring, etc.)
 4. Event Team Members contact information
- Ensure the venue is cleaned up and left in better condition than when you found it!

International Night is a night of extraordinary world travel!

Perform the following checklist:

- Obtain budget amount from the Board
- Begin planning one-two months in advance of the event (& stay in communication with other team members while planning!)

Helpful Hints:

*-Each family that attends should choose a country, create a display board, prepare a stamp/sticker (for passports) and cook an irresistible meal (from their country) to share!
-Some of last year's decorations are available to use (ie: plastic international flags).
Please contact a Board Member for more information.*

- Choose a venue (location) for the event. If needed, you may contact a venue liason for the following locations:
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Science Fair is an evening of creative thinking in action!

Perform the following checklist:

- Obtain budget amount from the Board
- Begin planning one-two months in advance of the event (& stay in communication with other team members while planning!)

Helpful Hints:

- Families that participate in this event should create a science experiment and display/demonstrate it at the Fair.

- Choose a venue (location) for the event. If needed, you may contact a venue liason for the following locations:
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Valentines Party is a fun time of Be Mine bowling!

Perform the following checklist:

- Obtain budget amount from the Board
- Begin planning one-two months in advance of the event (& stay in communication with other team members while planning!)

Helpful Hints:

-This event takes place at Kendale Bowling Lanes (must be reserved in advance)

- Participating families should create or buy Valentine cards to exchange & bring a snack to share

-You may plan to order pizzas for each family (ask for sign ups in advance)

- Inform Anne McEvoy (Board Member & calendar coordinator) of any changes regarding the event at annemcev@yahoo.com
- Turn in receipts for items purchased for the event to a Board Member for reimbursement (any budget overages will not be reimbursed)
- Post (on the Yahoo loop) the
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Spelling Bee is a friendly s-p-e-l-l-i-n-g competition between students with a vocabulary flare!

Perform the following checklist:

- Obtain budget amount from the Board
- Begin planning one-two months in advance of the event (& stay in communication with other team members while planning!)

Helpful Hints:

- Develop grade level lists of spelling words (last year's spelling words are available in CHECC Yahoo group files, if needed)

-Post list on the Yahoo loop 2 months prior to the event

- Choose a venue (location) for the event. If needed, you may contact a venue liason for the following locations:
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 - Sanford Church of God- Ann Grodi grodi1@windstream.net
 - Cumnock Baptist Church- Jan Hill janhillbooks@gmail.com
- Inform Anne McEvoy (Board Member & calendar coordinator) of any changes regarding the event at annemcev@yahoo.com
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End of Year Celebration/ Book Fair is an evening to showcase our student's talents & accomplishments for the year and to sell curriculum and other homeschool resources.

Perform the following checklist:

- Obtain budget amount from the Board
- Begin planning one-two months in advance of the event (& stay in communication with other team members while planning!)

Helpful Hints:

*-You may choose to plan: a potluck meal or dessert reception, and/or a student talent show
- Participating families are encouraged to create a display board/scrapbook/video to share at the event.*

- Choose a venue (location) for the event. If needed, you may contact a venue liaison for the following locations:
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Co-Op Positions of Service

Coordinator

Will be responsible for:

- determining the *Theme for each *Co-Op, and the dates of each *Module*
- determining Teachers & Assistant Teachers for each Module*
- determining Host Home location*
- maintaining and keeping an updated roster of students, teachers, volunteers, and host homes*
- communicating ALL information re: the Co-Op to CHECC members via the Yahoo loop Inform*
- Anne McEvoy (Board Member & calendar coordinator) of any changes regarding the event at annemcev@yahoo.com*

Teachers

Will be responsible for:

- determining curriculum, games, videos, worksheets, etc. that support the current Theme*
- giving Assistant Teachers an overview of the material*
- teaching the materials to the students during each class*
- scheduling a substitute Teacher in the event of an absence, and contacting the Coordinator with the change in information*

Assistant Teachers

Will be responsible for:

- assisting the Lead Teacher*
- assisting & supervising the students at all times*
- scheduling a substitute Assistant Teacher in the event of an absence, and contacting the Coordinator with the change in information*
- ensuring that everything is organizing and cleaned up at the end of class*

Host Home Parent

Will be responsible for:

- hosting parents, volunteers, students, and younger siblings during the Module*
- informing the Coordinator ASAP if the home is not available on a scheduled class date*
- all their children who are not participating in a Co-Op class*
- caring for Teacher & Assistant Teachers children during class time*
- sanitizing used toys at the end of each class*

Parents

Will be responsible for:

- registering their children for each Module & paying all fees PRIOR to the first class*
- withdrawing their child if they miss 2 classes, in order to allow space for another student*
- informing the Coordinator if the child will not be able to participate in the Module they have registered for*
- caring for all their children who are not participating in a Co-Op class (while at the Host Home)*
- caring for Teacher & Assistant Teachers children during class time (while at the Host Home)*

***Theme:** Subject matter that each class will be based on during the Module
(*ex: Presidents, Geography, Music, Etiquette & Manners, Art*)

***Co-op** Cooperative learning between home-school teachers, volunteers, and students

***Module:** The number of weeks/classes per Theme

Fund Raisers/ Box Tops are wonderful ways to raise money for our home schools. CHECC is a non-profit organization and qualifies for funding through collecting BOX TOP\$ FOR EDUCATION coupons from packaging of participating corporations i.e.: General Mills, Staples products, Ziploc brands. This team will be responsible for:

- Sending a post through the yahoo group regarding the beginning and end dates of collecting box tops
- Arrange a way for box tops to be dropped off or mailed
- Inform Anne McEvoy (Board Member & calendar coordinator) of any changes regarding the event at annemcev@yahoo.com
- Turn in check to board members to be deposited
- Research any other funding our organization can benefit from i.e.: Food Lion Shop and Share

New Members Coordinator will assist the Board Members in welcoming new members into CHECC. She will:

- Contact the new member once she receives an email announcement of a new application
- Answer questions pertaining to CHECC, the yahoo group loop and its events/ activities
- Provide contacts within CHECC for support

She may organize new member socials such as play dates, luncheons, or field trips.

Monthly Outings & Activities Team Bowling, Chess Club, Mom Night Out, Field Trips and any other extra-curricular activities are successful when carefully planned and maintained by a team of moms who know how to put the F in Fun! This team would be responsible for:

- planning of the event (& stay in communication with other team members while planning!)
- Choose a venue (location) for the event. If needed, you may contact a venue liason for the following locations:
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- Cumnock Baptist Church- Jan Hill janhillbooks@gmail.com
- Act as the contact person if your activity will take place at a location that you have reserved
- Inform Anne McEvoy (Board Member & calendar coordinator) of any changes regarding the event at annemcev@yahoo.com
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