

TABLE OF CONTENTS

SCHOOL BOARD (Appointed)
 School Board Members 3

COVENANT PARENT FELLOWSHIP (CPF)
Elected Positions
 President 4
 Vice-President 4
 Secretary 4
 Treasurer 5
 Volunteer Coordinator 5

1) BOARD FUNDRAISING

Board Fundraisers
 Golf Marathon Committee 5
 Chairman 6
 Publicity 6
 Table Top Volunteers 6
 Golf Bag Committee 6
 Computer Coordinator 6
 Pledge Solicitor 6
 Golfers 6

2) CPF EVENTS & FUNCTIONS

Hot Lunch Program 7
 Coordinators (3) 7
 Core Servers 7
Apple Sales 7
Gaslight Theater 8
Uniform Swap 8
Box Tops for Education 8
Grocery Store Rebates 8
Talent Show 9
 Co-Directors 9
Teacher Appreciation 9
Grandparents Day 9
Carols at Cornerstone 9
Moms In Touch 10
Hospitality Committee 10
Multi- Hazard Emergency Planning 10
Library 11

Yearbook

Editor	11
Photo Editor	11
Asst. Photo Coordinator	11

3) SHAKESPEARE

Shakespeare Festival

Festival Chairperson	12
Assistant Chairperson	12
Shakespeare Museum	12
Publicity Chairperson	12
Assistant Publicity	13
Ticket Chairperson	13
Grade Level Chairperson	13
Booth Parent	13
Rehearsal Parent	14
Costume Parent	14

Shakespeare Play

Play Chairperson/Director	14
Director's Assistant	14
Prop Coordinator	14
Sound/Lighting	14
Set Designer	14
Set Construction	14
Set Painting	14
Set Break-Down	14
Costume Designer	14
Assistant to Designer	14
Seamstresses	14
Child Care for seamstresses	14
Half Day Lunch Help	14

4) CLASSROOM VOLUNTEERING

Room Parent	15
Classroom Party Coordinator	15
Field Trip Coordinator	15
Library Parent	16
Class Historian	16
Band Parent	16
 Extracurricular Sports	 16

**VOLUNTEER COMMITMENTS AND
POSITION DESCRIPTIONS**

SCHOOL BOARD

**POSITION: Cornerstone Christian Academy (CCA) School Board
Member**

DESCRIPTION: CCA is a ministry of Catalina Foothills Church (CFC), PCA, and operates under the by-laws adopted by the Session. The Session is the ultimate authority over Cornerstone and the School Board. The Session is made up of the elders of CFC and is the governing body of the church. The School Board has authority over CCA as directed by the Session.

Within the board, officers are elected. These include President, Vice-President, Secretary and Treasurer. At least one board member is either an elder or Deacon of CFC.

The job of the board is to adopt written policies that address organizational products and outcomes, Governance processes, hiring, managing, and evaluating the Headmaster, raising funds as necessary, long-range planning, supervising finances, and interviewing new families.

This is a three-year commitment that requires active membership at CFC or one of her daughter churches. All potential School Board members must be approved by the Session. The number of School Board members is an odd number between and including 7 and 11. The Senior Pastor and Headmaster are ex officio members. The Board Governance Committee will screen and nominate, for board consideration, individuals to fill vacancies on the board. Nominees are submitted in March to the board and then to the Session. Nominees will be approached after Board approval with an invitation to serve. Three-year terms begin June 1.

HOURS REQUIRED: Monthly meetings (2-4 hours) in addition to a sub-committee responsibility (i.e. Education, Advancement, and Governance—2-12 hours per month). Non-School Board members may be part of these committees.

- Education committee: the purpose of the Education committee is to assist the Headmaster in the review, research, and recommendations of new curriculum and methodologies for the school, and in carrying out other requests of the board. This committee shall consist of teachers and other members selected by the chair and approved by the board.

COMMITMENT: Fulfills full commitment.

COVENANT PARENT FELLOWSHIP (CPF) – ELECTED POSITIONS**POSITION: President, CPF**

DESCRIPTION: President schedules all Fellowship Events and presides at meetings of the Executive Board. Coordinates the work of the officers and committees of the organization in order that the objectives may be promoted. Meets regularly with Headmaster to discuss events and committee issues. Is present at all school functions, activities and meetings. Reviews and approves all information to be dispersed to members at large and Headmaster. Appoints chairmen to special committees subject to approval of the Executive Board. Duties as part of Executive Committee are to: prepare and submit annual budget; approve disbursement of monies; prepare calendar of events and fund raising activities for the year and to approve plans and actions of the standing committees.

HOURS REQUIRED: Approximately six to ten hours per month. This is a year-long commitment from June 1 to May 31.

COMMITMENT: Fulfills a full commitment

POSITION: Vice President, CPF

DESCRIPTION: Vice President assists the President and presides in President's absence. VP substitutes in the absence of the Secretary. Responsible to communicate with CFC office for scheduling of functions. Liaison with Room Parents regarding training and volunteer opportunities for CPF activities.

HOURS REQUIRED: Approximately five to eight hours per month. This is a year-long commitment from June 1 to May 31.

COMMITMENT: Fulfills a full commitment

POSITION: Secretary, CPF

DESCRIPTION: Secretary responsible to record minutes of all meeting of the association and of the Executive Committee. Keep on hand copy of by-laws; roster of all members, standing committees and any special committees. Communicate election results to CCA School Board, Headmaster and delegates. Submit notification to members of scheduled and special meetings. Conduct correspondence of the association, Executive Committee and standing committees. Maintain membership list. Attend all meetings. Provide a copy of the minutes to All Executive Committee members, Headmaster and parents within one week of the meeting.

HOURS REQUIRED: Approximately five to eight hours per month. This is a year-long commitment from June 1 to May 31.

COMMITMENT: Fulfills a full commitment

POSITION: Treasurer, CPF

DESCRIPTION: Treasurer shall receive all monies of the association. Keep accurate record of all receipts and disbursements. Prepare written reports for each Executive Committee meeting and each business meeting of the association. Submit monthly report to CCA school bookkeeper and the CCA School Board Treasurer. Submit a full written financial report at July Executive committee meeting. Close out the books at end of fiscal year. Make disbursements as authorized by the Executive Committee. Attend all meetings.

HOURS REQUIRED: Approximately five to eight hours per month. This is a year-long commitment from June 1 to May 31.

COMMITMENT: Fulfills a full commitment

POSITION: Volunteer Coordinator, CPF

DESCRIPTION: The primary responsibility is to work with the President and Vice President to make sure all of the committees and members are recorded. Puts committees in place and helps find volunteers in all areas. Will produce and maintain the Volunteer Handbook to be distributed to all families. Maintain job books for each committee. Attend all meetings.

HOURS REQUIRED: Approximately five to eight hours per month. Year Commitment from June 1 to May 31.

COMMITMENT: Fulfills a full commitment

1) BOARD FUND RAISING

BOARD FUNDRAISERS:

POSITION: Golf Marathon

DESCRIPTION: To plan, publicize, and coordinate a 100-hole, one-day Golf Marathon to raise money for CCA's General Fund (help subsidize expenses and tuition). The Golf Marathon is scheduled March 13, 2006.

Chairman

The Chairman of the event is a School Board Member that oversees all aspects of the one-day event.

Publicity (1)

This is a one person job responsible for advertising the event to CCA families as well as CFC.

Table Top Volunteers (2-3)

These people man a table at CFC and Rincon PCA churches to recruit golfers and pledges. This is a 6-8 hour commitment.

Golf Bag Committee (3)

These people solicit items to be given to golfers on the day of the event. This is a 4 to 6 hour commitment.

Computer Coordinator

This person works with the School Board Treasurer to set-up input and billing of pledges. This is a 30 to 40 hour commitment over 3 months.

Pledge Solicitor

Support your grades' golfer by soliciting and collecting a recommended 3 pledges per family. These pledges will be from your personal and professional associations. The goal is for 100% school participation in this area.

Golfers

Attend meetings, solicit pledges, play 100 holes of golf the day of the marathon, collect pledges and have fun.

COMMITMENT: Chairman and computer coordinator fulfills a full commitment. The other committee positions fulfill a ¼ commitment. Golfers fulfill a full commitment.

2) CPF EVENTS & FUNCTIONS

CPF EVENTS AND FUNCTIONS

POSITION: Hot Lunch Coordinators (2)

DESCRIPTION: One of the coordinators is responsible for working with the vendors. This involves setting the monthly menus, tabulating orders and placing the orders with the vendors. The other coordinator is responsible for working with the volunteers. This involves putting volunteers in place for each day (M-Th), making a monthly calendar and doing reminder phone calls. Committee will include daily lead servers and core servers.

Core Servers (30-35)

To serve child lunches daily (M-Th) which includes:

- 4 lead servers to serve one day per week and work closely with the program coordinators making sure all aspects of lunch are running smoothly
- 4 vendor lunch days with minimal set up (beverages) and no cooking
- 12 people/week for two (2) hours/day
- 3 parent volunteers/day/4days.

HOURS REQUIRED: Varies. This is a year-long commitment from June 1 to May 31.

COMMITMENT: The 2 coordinator positions fulfill a full commitment. The lead servers also fulfill a full commitment. Depending on the frequency of volunteering, the core server positions fulfill ½ (once a month) to full (twice a month) a commitment.

POSITION: Apple Sales

DESCRIPTION: Requires a committee of 3 to 4 people. The apple sale is organized by 2nd grade parents. Involves coordinating ordering, delivery, and sale of chocolate and caramel covered apples. Sales usually begin 2 Sundays before Valentine's Day and end on Valentine's Day. Promote sales of apples to CCA families, CFC, and the community. A job book with specific instructions is available in the CCA office.

HOURS REQUIRED: Varies.

COMMITMENT: The chairman fulfills a full commitment, committee members fulfill ¼ commitment.

POSITION: Gaslight Theatre

DESCRIPTION: This is a CPF fellowship event. Any money generated by the event will be donated to the Annual Fund. This event is scheduled for February 19, 2006. Gaslight Theatre Chairman and 1-2 Committee members set date, order and sell tickets at local school events and through backpack mail. Event is usually scheduled in March or April, depending on the dates of Easter and the Shakespeare Production. The date must be scheduled in May for the next spring. A job book with specific instructions is available in CCA office.

HOURS REQUIRED: Approximately 10 hours.

COMMITMENT: The chairman fulfills a full commitment, committee members fulfill $\frac{1}{4}$ commitment.

POSITION: Uniform Swap (2)

DESCRIPTION: This is a parent sponsored service event. There are 2 positions for sorting, labeling, and working at the sale.

HOURS REQUIRED: There are 2 sales per school year. Each sale will require about 3 hours total.

COMMITMENT: Fulfills a $\frac{1}{2}$ commitment.

POSITION: Box Tops for Education (1)

DESCRIPTION: This is a CPF sponsored fundraiser. This is a one person job easily done from home. The position includes collecting and sending in the box tops a couple of times throughout the year.

HOURS REQUIRED: Approximately 3 hours per year.

COMMITMENT: Fulfills a $\frac{1}{4}$ commitment.

POSITION: Grocery Store Rebates (2)

DESCRIPTION: The grocery store rebate program is a passive fundraiser. This is a two person job. The position includes obtaining all information for offering the rebates as well as signing people up. Once the rebates are set up, there is no maintenance to the program. By registering Cornerstone families with the grocery stores participating, we are able to make money through grocery shopping done by our families.

HOURS REQUIRED: Approximately 10 hours at the start of the school year.

COMMITMENT: Fulfills a ½ commitment.

POSITION: Talent Show Co-Directors (2)

DESCRIPTION: The event is scheduled for October 14, 2005. Directors are responsible to schedule planning meetings, set up audition times, prepare MC and sound tech for event. A job book with specific instructions is available in CCA office.

HOURS REQUIRED: Approximately 40 hours in September.

COMMITMENT: Fulfills a full commitment.

POSITION: Teacher Appreciation (2)

DESCRIPTION: This is a one week event scheduled for May 15-19, 2006. A committee of two will be responsible to plan the daily events and inform parents and room parents of the schedule. A job book with specific instructions is available in CCA office.

HOURS REQUIRED: Approximately 6.

COMMITMENT: Fulfills a ¼ commitment.

POSITION: Grandparents Day

DESCRIPTION: Grandparents Day is scheduled for February 16, 2006. The chairperson is responsible for invitations to the grandparents and coordinating the video presentation. There are 2 committee members to help with decorations and food.

HOURS REQUIRED: Approximately 10 hours for the chairperson and 5 hours for the committee members.

COMMITMENT: Chairman fulfills a ½ commitment, committee members fulfill a ¼ commitment.

POSITION: Carols at Cornerstone

DESCRIPTION: The Carols at Cornerstone is a school sponsored event run by the music teacher. This is scheduled for December 13, 2005. There are 2 parent volunteer positions that will work with the music teacher to provide stage decorating and refreshments.

HOURS REQUIRED: This is a one month commitment from Thanksgiving to Christmas.

COMMITMENT: Fulfills a ½ commitment.

POSITION: Moms In Touch

DESCRIPTION: A team of prayer partners that meet one time per week at a designated time to pray for the Board, teachers, administrators, children and families. This is something we can do individually but please sign up so we know who to contact with prayer requests.

HOURS REQUIRED: The leader commits to 1 hour per week throughout the year

COMMITMENT: Fulfills a full commitment.

POSITION: Hospitality Committee (2)

DESCRIPTION: A committee of 2 people to pair all new Cornerstone families with a returning school family. The sponsor families are asked to make contact with the new family once school starts, welcome and invite them to events, check on them throughout the school year and be a source of help and support. This involves some work during the summer to get all families paired and be available throughout the year.

HOURS REQUIRED: Varies. This is a year-long commitment.

COMMITMENT: Chairs fulfill a full commitment.

POSITION: Parent Liaison Multi-Hazard Emergency Planning

DESCRIPTION: Parent liaison will work with Head Master and School Safety Officer to develop and implement Multi-Hazard Emergency Plan for CCA. Two day training program through State of Arizona required. Position reports to School Safety Officer and Head Master.

HOURS REQUIRED: Approximately five hours per month. This is a year-long commitment.

COMMITMENT: Fulfills a full commitment

POSITION: Library (2)

DESCRIPTION: The library is completely set up and maintained by parent volunteers. There are 2 positions to work in the library. These parents will reshelv books that have been returned, and catalog all new books. An assistant is needed to be in charge of book drives, giving tree and book fairs.

HOURS REQUIRED: The 2 library workers will spend about 40 hours per year. The book drives etc. requires about 15 hours per year.

COMMITMENT: The 2 library workers position fulfills a full commitment. The assistant position fulfills a ½ commitment.

POSITION: Yearbook

DESCRIPTION: Serving on the yearbook committee is a time commitment between August and the first part of March. The individual positions are as follows:

Editor

DESCRIPTION: This is a job currently filled by a professional/parent. Involves all aspects of putting the yearbook together, including editing all photos.

HOURS REQUIRED: Time consuming commitment. Hours vary.

COMMITMENT: Fulfills a full commitment.

Photo Editor

DESCRIPTION: Duties include collecting and scanning all photos for the yearbook, Credo, and other PR publications. Responsible for archiving all photos from each year to CD's for storage. Must have access to a computer, some computer skills, or a willingness to learn.

HOURS REQUIRED: This is a time consuming commitment. Work done from home on personal computer.

COMMITMENT: Fulfills a full commitment.

Assistant Photo Coordinator

DESCRIPTION: Monitor the master calendar for each class on a weekly basis looking for special events that should be covered. Work with teachers and parent photographers to make sure that all field trips and special events are photographed for the school.

HOURS REQUIRED: This is about a 20 hour per year commitment.

COMMITMENT: Fulfills a ½ commitment.

3) SHAKESPEARE

POSITION: Shakespeare Festival – May 5, 2006

Festival Chairperson

DESCRIPTION: Works together with Play Director to coordinate Play performances with Festival activities. Oversees all Shakespeare Festival Committees and supports Play Director with performance related committees. Coordinates scheduling with all vendors. Meets and communicates with Headmaster and church staff.

HOURS REQUIRED: Approximately 40 hours from January through the day of the event on May 5, 2006.

COMMITMENT: Fulfills a full commitment.

Festival Vice-Chairperson

DESCRIPTION: Works with Festival Chairperson. Coordinates all grade level Festival Booth Volunteers and Festival Booth Activities. Coordinates Student Volunteers from Pusch Ridge.

HOURS REQUIRED: Approximately 30 hours from January through the event.

COMMITMENT: Fulfills 3/4 commitment

Shakespeare Museum

DESCRIPTION: Gather Shakespeare art work, Shakespeare classroom work, and any available posters, props and statues from all teachers. Gather any available costumes from Costume Designer for display. Display student art work and decorate the Sanctuary lobby the day before the event.

HOURS REQUIRED: Approximately 20 hours the month prior to the event.

COMMITMENT: Fulfills 1/2 commitment

Publicity Chairperson

DESCRIPTION: This person makes decisions concerning design and layout of banners, tickets, programs, etc. and is responsible for the production of them. Also is responsible for collecting any program ads contributed.

HOURS REQUIRED: Approximately 40 hours from January through the event.

COMMITMENT: Fulfills full commitment.

Assistant Publicity

DESCRIPTION: Works with Publicity Chairperson to assist with design and production of tickets, programs, banners, etc.

HOURS REQUIRED: Approximately 30 hours from January through the event.

COMMITMENT: Fulfills 3/4 commitment.

Ticket Chairperson

DESCRIPTION: This person keeps track of the number of tickets sold using computer data base. Also interacts with the office concerning monies collected, and needs to keep accurate records of both.

HOURS REQUIRED: Approximately 40 hours from mid-February through April.

COMMITMENT: Fulfills full commitment.

Shakespeare Grade Level Chairperson

DESCRIPTION: One person per grade level is needed to be the liason between parents and teachers during Shakespeare "season". This involves staying informed of special needs by the Director and/or teachers as well as the Booth, Rehearsal, and Costume Parents for your grade level, and then communicating those needs to the families in your grade by email or phone calls. Likewise, if a parent had a question, concern or need, this person would help communicate that to the teachers or director.

HOURS REQUIRED: Approximately 20 hours the month of the event.

COMMITMENT: Fulfills 1/2 commitment.

Booth Parent

DESCRIPTION: This person would be responsible for recruiting teams of 2 people per class to help create the booths for the open air festival. This involves deciding on activities, decorations, and supplies needed for each grade level's booth. This person also would need to communicate with Pusch Ridge Christian Academy about how many Jr. High and High School volunteers would be needed to help run the booths during the festival.

HOURS REQUIRED: Approximately 20 hours the month of the event.

COMMITMENT: Fulfills 1/2 commitment

Rehearsal Parent

DESCRIPTION: One parent per class is needed to attend and/or schedule parents to attend rehearsals in order to help the director during classroom rehearsals with the script and the props.

HOURS REQUIRED: Approximately 20 hours the month of the event.

COMMITMENT: Fulfills 1/2 commitment

Costume Parent

DESCRIPTION: One parent per grade is needed to take charge of tracking the costumes for that grades production. The responsibilities include finding three other parents to assist in pulling and returning costumes and in helping dress the students during rehearsals and final performance. This person also would oversee the return of grade level costumes under the direction of the costume designer.

HOURS REQUIRED: Approximately 20 hours the month of the event.

COMMITMENT: Fulfills 1/2 commitment

Play Chairperson/Director

DESCRIPTION: Oversee all of the details of the feature play with the 5th and 6th grade. The committee will include the following positions:

- Directors Assistant – this is a 4 week commitment.
- Prop Person – in charge of anything the actors touch.
- Sound/Light
- Set Designer
- Set Construction – 4 people
- Set Painting – 4 people
- Set Break-down – 8 people
- Costume Designer
- Assistant – no sewing, strong organizational skills
- Seamstresses – 10 people mostly simple sewing ie. “button skills”
- Child care during sewing days
- Half Day lunch help for rehearsals

HOURS REQUIRED: Varies. This event will be May 5, 2006.

COMMITMENT: Each of the committee members will fulfill a ½ commitment and the chairpersons and assistants will fulfill a full commitment.

4) CLASSROOM VOLUNTEERING
(Please look for sign-ups in this category in the classrooms)

POSITION: Room Parent

DESCRIPTION: Room Parents are the liaison between teachers, CPF and classroom parents. Responsible for ensuring your class activities are organized and communicated to all class parents. The position coordinates six areas: 1) classroom volunteers, 2) field trips, 3) parties, 4) library, 5) class historian and 6) Shakespeare. Room parent prepares and distributes a class calendar monthly. Room parents are invited to a special tea in their honor twice a year.

HOURS REQUIRED: Approximately 4 hours per month. This is a year-long commitment.

COMMITMENT: Fulfills a full commitment

Classroom Party Coordinator

DESCRIPTION: Position coordinates all classroom special events. Notifies parents of scheduled events and coordinates participation for decorations, food and beverages. Also responsible for organizing games and activities with the teacher, if needed.

HOURS REQUIRED: Approximately two to three hours per event. This is a year-long commitment.

COMMITMENT: Fulfills a ½ commitment

Classroom Field Trip Coordinator

DESCRIPTION: Position coordinates field trip locations and dates. Arranges for drivers, prepares maps and provides phone numbers of all drivers. Fills out the Field Trip form for the Office. Coordinates lunch and snack arrangements if necessary.

HOURS REQUIRED: Approximately two to three hours per event. This is a year-long commitment.

COMMITMENT: Fulfills a ½ commitment

Classroom Library Parent

DESCRIPTION: Position coordinates student library time either weekly or bi-weekly. Parent selects and reads short stories in class and facilitates the students selection, check-out and return of library books. May also be responsible for going to the library to get books for the teacher.

HOURS REQUIRED: Approximately two hours per month. This is a year-long commitment.

COMMITMENT: Fulfills a ½ commitment

Class Historian

DESCRIPTION: Position coordinates video and pictures of classroom special events and field trips, making sure pictures are provided to the Credo and yearbook committees. Photos should be turned in monthly and need to be fully labeled (event, date, names of those in photo). The photos can be digital or traditional. At this time there is no reimbursement for photo developing, but is all tax deductible. The class Historian develops a classroom scrapbook/ picture album.

HOURS REQUIRED: Approximately two to three hours per month. This is a year-long commitment.

COMMITMENT: Fulfills a ½ commitment

Band Parent

DESCRIPTION: This is 5th and 6th grade parents to work with the band director in making special event arrangements including feeding, supervising, and costuming band and choir members before concerts or other special performances.

HOURS REQUIRED: Approximately two to three hours per concert.

COMMITMENT: Fulfills a ¼ commitment

EXTRACURRICULAR SPORTS

Generally the Athletic Director will be involved in determining the sports, recruiting the team coach and organizing by grade level the school league or the sport's organization league and budget if applicable. (AYSO or YMCA).

Following report to the:

Athletic Director

SPORT : (Soccer, basketball...)

Requirements:

One Qualified Coach & One Assistant Coach/ Sport

Set up practice dates, practice content and training

Coach at games

4-6 hours/week for duration of sport (2-3 months)

One Team Parent

Completed paperwork, team communication, snacks, awards

3 hours/week for duration of sport

COMMITMENT: Coaches fulfill a full commitment.