

COVENANT DAY SCHOOL
PARENTS' ASSOCIATION

VOLUNTEER BOOKLET

2007-2008

Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us. Romans 12: 4-6

CDS MISSION STATEMENT

THE MISSION OF COVENANT DAY SCHOOL IS TO ASSIST THE CHRISTIAN FAMILY BY PROVIDING AN EDUCATION MARKED BY A BIBLICAL WORLD VIEW, ACADEMIC EXCELLENCE AND AFFORDABILITY SO THAT STUDENTS ARE EQUIPPED TO BE SALT AND LIGHT FOR GOD'S GLORY.

Covenant Day School
800 Fullwood Lane
Matthews, NC 28105
704-847-2385/704-708-6137 (fax)
www.covenantday.org

Dear Covenant Day Parents,

Thank you for your interest in volunteering at Covenant Day School. One of Covenant Day's greatest assets is our parental involvement throughout the year. There are many ways to participate with your time, talent, prayer and emotional support.

The following is a summary of the different volunteer opportunities available (please don't limit yourself to just one). There are five main categories: Standing School Support, Special School Support, Family Support, Fund Raising and Miscellaneous. There is a contact person and phone number for every program. Feel free to call them with any questions you may have.

Please note that most volunteer categories require a chairperson and co-chairperson. Most of these positions change annually so if the position you are interested in is filled, please call the contact person and sign up for the following year.

Please study and pray over the volunteer opportunities available. **All CDS parents are vital members of the Parents' Association.** At the end of this booklet is a **Volunteer Form**. Please list the areas where you might be interested in serving and mail to Covenant Day School or place it in the PA box in the school office.

A special thank you to those who participated during the 2006-2007 school year. Approximately \$25,000 was raised through your fund raising efforts.

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FRIENDS OF THE LIBRARY

Purpose/Description:

To support the media specialists, to encourage reading and writing, and to assist in building library resources.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Assist in Media Center – shelving, adopt a shelf, book repair, checkout, etc.

Promote Triple Crown Reading Program - 1st through 8th grade

Record donations for Birthday Books

Special Events:

- Meet the Librarian
- Readers are Leaders Day
- Author or Reading Promotion event
- Co-ordinator and Judges for Middle School Writing Contest
- Summer Reading Books

Dr. Richard Womack, K-8 Library Media Instructor (704) 708-6132

“Your word is a lamp to my feet and a light for my path.”

Psalm 119:105

BOOK FAIR

Fall

Purpose/Description:

To offer quality books to CDS families, encourage reading, and raise funds to purchase books for the libraries.

Volunteer Opportunities:

Coordinator/Co-Coordinator - assist Librarian in general coordination needs
Volunteer Coordinator – schedule volunteers to serve during hours of operation
Hospitality Committee – arrange for volunteers to provide snack foods for
Teacher Preview Day as well as snack and lunch foods for Book Fair
volunteers throughout the week
Publicity – inform CDS families as well as local newspapers and radio stations of
the Book Fair theme, dates and times.
Family Night Coordinator – arrange Family Night events to coordinate with Book
Fair , including procurement of prizes
Set-up /Take Down Coordinator -supervise volunteers during Book Fair set-up
and take down

For additional information:

Dr. Richard Womack, K-8 Library Media Instructor (704) 708-6132

“Do not let this Book of the Law depart from your mouth; meditate on it day and night,
so that you may be careful to do everything written in it.” Joshua 1:8a

MOMS IN TOUCH

Purpose/Description:

This is an opportunity for moms, dads, grandparents, aunts, uncles, etc... to gather together once a week to pray for the children, families, staff and mission of CDS. We are affiliated with Moms In Touch International, an interdenominational ministry that provides direction and support for establishing weekly prayer groups in schools throughout the world.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Individuals to come and pray on a regular basis

Individuals to assist in facilitating weekly prayer

Individuals to serve as coordinators for “words and deeds” activities to encourage staff and families

For additional information:

Nancy Fisher (704) 821-7667

“Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving present your requests to God.”
Philippians 4:6

**LABELS FOR EDUCATION
BOX TOPS FOR EDUCATION
OFFICE DEPOT CONTRIBUTIONS
HARRIS TEETER'S "TOGETHER IN EDUCATION"**

Purpose/Description:

Raise funds through grocery purchases and Office Depot purchases. Harris Teeter will donate 2% of sales if your VIC card is linked to CDS (#1805). Office Depot will donate 5% of sales if you tell them at check out that you are from Covenant Day School (NOT Covenant Academy).

These funds go to sports equipment, audio/video/computer equipment and teacher support materials for all of CDS.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Grade-level volunteers to collect box tops throughout the school year and participate in the end of year bundling

For additional information:

Lori Anderson (704) 543-8555

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” Galatians 5:22

ROOM MOTHERS

Purpose/Description:

To assist in meeting some of the ongoing, supplemental needs in the CDS classrooms. Room Mothers are recruited in May for the following school year.

Volunteer Opportunities:

Room Mothers – To support the teacher in different ways as needed throughout the year such as:

- Make copies
- Work on bulletin boards
- Recruit parents for special functions
- Communicate with parents in the class as need arises
- Attend three meetings plus Back-to-School Night
- Provide volunteer information for monthly calendar
- Recruit three assistants
- Assist with Teacher Appreciation Week
- Coordinate Fellowship Tea

Assistant Room Mothers – each assistant recruits volunteers with a sign-up sheet at Back-To-School Night

- Field Trip Assistant – Coordinate/arrange field trip drivers
- Party Assistant – Coordinate/arrange volunteers for classroom parties
- Lunch Recess Assistant – Coordinate/arrange the volunteer schedule for lunch recess 1 day/week

For additional information:

Lori Anderson **(704) 543-8555**
Joni Killian **(704) 366-5647**

“As a mother comforts her child, so will I comfort you...”

Isaiah 66:13

TEACHER BACK-TO-SCHOOL LUNCHEON
August 2006

Purpose/Description:

To show appreciation for CDS faculty and staff by providing a luncheon prior to the first day of school.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Food – volunteers will prepare food according to the chosen menu

Decorations and Set-up – volunteers will assist with setting up and decorating tables

Hostesses – volunteers will attend luncheon, serve food and drinks and assist with clean-up

For additional information:

Monica Nassar

(704) 843-0690

Melissa Roper

(704) 540-9347

“May the Lord direct your hearts into God’s love and Christ’s perseverance.”

2 Thessalonians 3:5

ADMISSIONS OPEN HOUSES

Purpose/Description:

The open houses showcase Covenant Day School to the community and offer three evenings for prospective parents to come and learn about the mission of our school.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Food – drop off your brownies, lemon squares, etc. at carpool

Greeters – spend a few hours welcoming parents

Decorations – transform the gym into an inviting reception area with flowers and more

Clean-up – about 1 hour

For additional information:

Amy Wallace **(704) 841-2484**

“Rejoice in the Lord always. I will say it again: Rejoice!”

Philippians 4:4

FALL SCHOOL PICNIC

September

Purpose/Description:

A school-wide covered-dish picnic where CDS families come together for fellowship and entertainment. It is also a chance to meet “new” faces and visit with “old” friends while enjoying music on the lawn.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Set-up – about 1 hour

Clean-up – about 1 hour

Hostesses for drink station – 1-2 hours (3 people)

Plan Entertainment

Publicity – send out flyers to parents to remind them of picnic and encourage attendance

For additional information:

Monica Nasser (704) 843-0690

“... Let the little children come to me...”

Mark 10:14

TEACHER CHRISTMAS TEA

December

Purpose/Description:

An informal Christmas celebration for teachers and staff to enjoy food and fellowship after school.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Food – volunteers will prepare food according to chosen menu

Decorations and Set-up – volunteers will assist with setting up and decorating tables according to chosen theme

Hostesses will attend tea, serve food and drinks, assist with clean-up

For additional information:

Sue Todd **(704) 573-0696**
Amy Wallace **(704) 841-2484**

“And over all these virtues put on love, which binds them all together in perfect unity.”
Colossians 3:14

MIDDLE SCHOOL/HIGH SCHOOL EXAM WEEK SNACKS

Purpose/Description:

To bless CDS middle school and high school students by supplying morning snacks during exam weeks.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Food – volunteers will provide packaged foods

Hostesses - volunteers will attend, serve food and drinks and assist with clean-up

For additional information:

Lisa Duggins

(704) 321-3019

“For the Lord gives wisdom...” Proverbs 2:16

CONSIGNMENT SALE

Purpose/Description:

To offer CDS families an opportunity to buy and sell gently worn CDS uniforms and accessories.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Set-up and Clean-up – assist with setting up and cleaning up for Consignment Sale

Publicity – publicize the Consignment Sale through various avenues

For additional information:

Lisa Duggins (704) 321-3019

“She is clothed with strength and dignity...”

Proverbs 31:25

COLLEGE INFORMATION NIGHT

Purpose/Description:

Forums to present high school students and parents information pertinent to the college search and application process.

Volunteer Opportunities:

Food – volunteers will prepare, set up and serve food

For additional information:

Lisa Duggins (704) 321-3019

“Show me your ways, O Lord, teach me your paths; guide me in your truth and teach me.”
Psalm 25:4-5

CDS AMBASSADOR PROGRAM

Purpose/Description:

To welcome new families to Covenant Day School by providing information, support and fellowship.

Volunteer Opportunities:

Volunteer to make a phone call to a new CDS family during the summer. Welcome them and help answer any questions they may have. Follow-up with the new family during the first week of school. We need 40 current CDS families to volunteer to be matched with a new CDS family. A sign-up form will come home with your child in April.

As a host family, you will also have the opportunity to attend a CDS Welcome Team function with your new family.

For additional information:

Jennifer Billiard (704) 543-4769

“And whoever welcomes a little child like this in my name welcomes me.”

Matthew 18:5

KINDERGARTEN HOT DOG BLAST

August

Purpose/Description:

To welcome Kindergarten families to Covenant Day School. This event is held the week before school starts for all Kindergarten families and their teachers.

Chairperson/Co-Chairperson

Decorations – volunteers will assist in decorating for the event

Food – volunteers will help plan and purchase food

Publicity – volunteers will help develop, print and mail invitations

For additional information:

Leah Collins (704) 759-0074

Elana Shannon (704) 847-0772

“Offer hospitality to one another.”

1 Peter 4:9a

**ICE CREAM SOCIAL
FOR NEW LOWER SCHOOL STUDENTS
August**

Purpose/Description:

To welcome new Lower School families to Covenant Day School. This event is held the week before school starts for all new Lower School families and their host families.

Chairperson/Co-Chairperson

Decorations – volunteers will assist in decorating for the event

Food – volunteers will help plan and purchase food

Publicity – volunteers will help develop, print and mail invitations

For additional information:

Kim Schoubert

(704) 844-0204

PIZZA PARTY
FOR NEW MIDDLE SCHOOL STUDENTS
August

Purpose/Description:

To welcome new Middle School students to Covenant Day School. This event is held the week before school starts for all new Middle School students.

Chairperson/Co-Chairperson

Decorations – volunteers will assist in decorating for the event

Food – volunteers will help plan and purchase food

Publicity – volunteers will help develop, print and mail invitations

For additional information:

Whitney Burrows **(704) 556-7370**

Susan Rudisill **(704) 364-3277**

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight." Proverbs 3:5-6

SOCIAL
FOR NEW HIGH SCHOOL STUDENTS
August

Purpose/Description:

To welcome new High School students to Covenant Day School. This event is held the week before school starts for all new High School students.

Chairperson/Co-Chairperson

Decorations – volunteers will assist in decorating for the event

Food – volunteers will help plan and purchase food

Publicity – volunteers will help develop, print and mail invitations

For additional information:

Judy Wilson (704) 849-8268

Catherine Nations (704) 362-3672

“Therefore encourage one another and build each other up...” 1 Thessalonians 5:11a

NEW PARENT COFFEE

April

Purpose/Description:

This is a time to gather and welcome new parents to CDS.

Volunteer Opportunities:

- Chairperson/Co-Chairperson
- Set-up the Fireplace Room
- Coordinate the food (phone calls made to the hospitality list to bring specific food)
- Decorate
- Greet new parents
- Clean-up

For additional information:

Jennifer Billiard **(704) 543-4769**

“Delight yourself in the Lord and he will give you the desires of your heart.” Psalm 37:4

GRANDFRIENDS' DAY

March

Purpose/Description:

A time for the Lower School students' grandparents and special friends to visit with them at CDS. The grandparents and friends are offered a light breakfast followed by a performance by the Lower School students.

Volunteer Opportunities:

- Chairperson/Co-Chairperson
- Set-up/Clean-up
- Decorations
- Call hospitality list and ask volunteers to bring food
- Wait for the food delivery in the lunch room
- Put the food trays together
- Make coffee and set-up beverages
- Serve and refill trays the morning of Grandparents' Day

For additional information:

Amy Bertram **(704) 540-8693**

“Lord, you have been our dwelling place throughout all generations.” Psalm 90:1

MIDDLE SCHOOL SOCIALS

Purpose/Description:

To provide opportunities throughout the year for CDS middle school students to socialize and become better acquainted.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Event Planning – determine events, locations and dates for Socials

Decorations – decorate for socials according to chosen theme

Set-up and Clean-up – assist with setting up and cleaning up for socials

Food – determine menus/refreshments and provide food for socials

Publicity – publicize the events through various avenues

For additional information:

Cindy Weigel

(704) 332-9214

“I have learned to be content whatever the circumstances.”

Philippians 4:11b

HIGH SCHOOL SOCIALS

Purpose/Description:

To provide opportunities throughout the year for CDS high school students to socialize and become better acquainted.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Event Planning – determine events, locations and dates for Socials

Decorations – decorate for socials according to chosen theme

Set-up and Clean-up – assist with setting up and cleaning up for socials

Food – determine menus/refreshments and provide food for socials

Publicity – publicize the events through various avenues

For additional information:

Judy Wilson

(704) 849-8268

“The secret of the kingdom of God has been given to you....”

Mark 4:11

BACK-TO-SCHOOL SUPPLIES

Summer-August

Purpose/Description:

To make available prepackaged school supplies for CDS students and earn a small profit for school-wide enhancements.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Delivery Committee – 8 to 10 people needed to deliver packages to classrooms

This is an EASY, low time commitment fundraiser. A local vendor processes and delivers the orders to the school.

For additional information:

Carolyn Airing (704) 321-0287

Shelley Hallinan (704) 543-6979

“For everything God created is good, and nothing is to be rejected...” 1 Timothy 4:4

FOOD FUNDRAISERS

Sept - May (1-2 per year)

Purpose/Description:

To provide CDS community building opportunities by organizing “CDS Nights” at local eating establishments and to generate a small profit for the Parents’ Association. This is an EASY volunteer opportunity that requires very little on-site presence. The restaurants we are currently working with are KFC, Subway, and Fuddruckers. Middle school and lower school kids love these events!

Volunteer Opportunities:

Chairperson

Coordinate with restaurants (relationships already established w/CDS)

Publicity (flyers, CDS announcements, sandwich boards, etc)

Collect student “slips” the day after the event to identify the class w/greatest participation

Follow up with “Thank You’s” to restaurant

Identify and coordinate treat or award to class w/ greatest participation

For additional information:

DeeDee Warlick (704) 540-9345

“Whatever you do, work at it with all your heart, as working for the Lord, not for men...”
Colossians 3:23

SALLY FOSTER GIFT WRAP SALE

August - October

Purpose/Description:

A school-wide fundraiser selling high quality Sally Foster Gift Wrap.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Packet Preparation/Distribution – prepare sales packets, sort and deliver to classrooms. Time commitment – 4 hours

Order Reconciliation – compile and tally completed order forms. Requires attention to detail and number crunching. Time commitment – 10 to 12 hours (can be done at home)

Product Sort/Distribution – Unload product boxes and sort by classroom. Time commitment – 4 hours

For additional information:

Karen Himebaugh (704) 243-3910
Lisa Walker (704) 846-4199

“We live by faith, not by sight.”

2 Corinthians 5:7

CASSEROLE SALE/BAKE SALE
Fall/Spring

Purpose/Description:

To organize and sell parent-made casseroles to generate funds for the Parents' Association.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Event flyer – at least 2 flyers need to be distributed

Make casseroles

Make reminder/instructional phone calls to all volunteer cooks

Collect casseroles (2 hours) the day before the sale and store in refrigerator on campus

Sell casseroles (2 hours) on the day of the sale

For additional information:

Rebecca Saunders

(704) 708-9723

CARTRIDGES FOR KIDS

Purpose/Description:

Cartridges for Kids will pay CDS for returning empty inkjet, laser, FAX, copier cartridges and cell phones. There is no selling involved.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Recruit families, businesses or other organizations that would be willing to recycle their cartridges and cell phones

Assist in packing and shipping of cartridges and cell phones

For additional information:

Beth Henry **(704) 846-6133**

“These commandments that I give you today are to be upon your hearts. Impress them on your children.”
Deuteronomy 6:6-7a

BINGO NIGHT

Spring

Purpose/Description:

To provide opportunities throughout the year for CDS families to socialize and become better acquainted.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Decorations – decorate for Bingo Nights according to chosen theme

Set-up and Clean-up – assist with setting up and cleaning up for Bingo Nights

Food – determine menus/refreshments and provide food for Bingo Nights

Publicity – publicize the Bingo Nights through various avenues

Entertainment

For additional information:

Patti Moser (704) 847-7575

Cathy Rousseaux (704) 708-4252

“But if we walk in the light, as He is in the light, we have fellowship with one another...”

I John 1:7

VOLUNTEER FAIR

August

Purpose/Description:

To host an event that informs parents of volunteer opportunities and solicits volunteers for PA-sponsored events.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Volunteer Booklet – update booklet with current descriptions of volunteer opportunities and contact information

Publicity

Decorations – assist with decorating tables

Refreshments – obtain and serve food and drinks

Entertainment – coordinate entertainment

Set-up/Clean-up

Volunteer Tracking – keep master list of all volunteers for CDS events and provide them to the event chairpersons

For additional information:

Millie Allison

(704) 367-9046

“Whatever you do, work at it with all your heart, as working for the Lord, not for men...”
Colossians 3:23

HOSPITALITY - VARIOUS EVENTS

Purpose/Description:

To provide food and hospitality assistance (greeters, hostesses, etc.) throughout the year for different school functions.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Volunteers will be called as needed to provide specific food items for various CDS events including:

- Teacher Back-To-School Luncheon
- New Parent Coffee
- Admissions Open House
- Book Fair Hospitality
- Teacher Christmas Tea
- Super Science Day
- Grandfriends' Day
- School Socials

For additional information:

Millie Allison (704) 367-9046

“Share with God’s people who are in need. Practice hospitality.”

Romans 12:13

OFFICE HELP

Purpose/Description:

To assist CDS office staff occasionally with various clerical needs.

Volunteer Opportunities:

- Photocopying
- Answering phones
- Assisting with student sign-in and sign-out
- Placing information in teacher boxes

For additional information:

Jane Courtright (in the CDS office) (704) 847-2385

“For nothing is impossible with God.”

Luke 1:37

**KINGDOM CHARACTER/
COMMUNITY HEROES BRUNCH
September**

Purpose/Description:

To support community service workers by providing a reception in conjunction with the school-wide community service chapel.

Volunteer Opportunities:

Chairperson/Co-Chairperson

Food – volunteers will prepare food according to the chosen menu

Decorations and Set-up – volunteers will assist with setting up and decorating tables

Hostesses – volunteers will attend brunch, serve food and drinks and assist with clean-up

For additional information:

Celeste Gustat (704) 846-1116

“May the Lord direct your hearts into God’s love and Christ’s perseverance.”
2 Thessalonians 3:5

ATHLETIC BOOSTER CLUB

Purpose/Description:

To support Covenant Day School athletic programs.

Volunteer Opportunities:

Member Recruiting
Sweatshirt Sales
Concession Stand Volunteers

For additional information:

John Stewart **(704) 841-0815**
Mark Jones **(704) 814-1008**

“Let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus...”
Hebrews 12:1-2

CHESS CLUB

Purpose/Description:

To enable lower school and middle school students to learn techniques and strategies in the game of chess and participate in chess matches.

Volunteer Opportunities:

Coordinator
Coaches and assistant coaches

For additional information:

Marianne Keaton (704) 841-7605

“Love the Lord your God with all your heart and with all you soul and with all your mind.”
Matthew 22:37

ART FEST

Purpose/Description:

The purpose of the Art Fest is to celebrate God's creation and to showcase the artistic creations and giftedness of both our students and the Covenant Day Community. The ultimate purpose of all we seek to do in the CDS Fine Arts Department is to glorify our Great Creator.

Volunteer Opportunities:

- Chairperson/Co-Chairperson
- Exhibit Designer
- Installation Team - set up exhibit parts, tables, plants, etc
- Hospitality Leader/Team
- Communication/Publicity
- Photographer/Historian
- Lower School Artwork Set up Team
- Ribbon Writers
- Tear down/clean up team (middle school parents)

For additional information:

Karen Ernsberger (704) 847-2385

"Be strong, and let your heart take courage, all you who hope in the LORD."
Psalm 31:24

HOT LUNCH

Purpose/Description:

To provide hot lunch for the 1st through the 1th graders and the Lunch and Literature Kindergartners.

Volunteer Opportunities:

Assist in distributing lunch to students
Serve on the same crew once / twice a month for a 2 and 1/2 hour period
Take up, put away and lock up supplies

For additional information:

Pam Guice **(704) 849-8994**

"A generous man will himself be blessed, for he shares his food with the poor."
Proverbs 22:9

Volunteer Form

Name _____

Address _____

Email _____

Phone _____ (Home) _____ (Work)

Child's Grade _____ Teacher _____

Kindly list the areas where you might be interested in serving for the 2007/2008 school year.

Please Mail or return this form to:

**Covenant Day School
Parents' Association
800 Fullwood Lane
Matthews, NC 28105**