

**Citrus Park Christian School
7705 Gunn Hwy
Tampa, FL 33625
(813) 920-3960
www.citruspark.org**

Dear CPCS Families:

Welcome to the 2009-2010 school year! Much of what makes Citrus Park Christian such a great school is the support provided by parents and community involvement. This Volunteer Handbook has been developed to share with you the many volunteer opportunities available this year. There are not only classroom opportunities, but school-wide as well. Please take a moment to review the volunteer descriptions, fill out the colored insert and return it to your homeroom teacher as soon as possible. We look forward to your participation as you share your time, talents and gifts. We know that you will receive a special blessing by contributing to the enhancement of our school as you catch the volunteer spirit!

And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance, for you serve the Lord Christ.

Colossians 3:23 – 24

CPCS Admissions Policy

CPCS, a ministry of FBCCP, is a non-denominational Christian school providing a traditional, academically sound Bible based education. Our reputation for high standards of academics and discipline allow us the opportunity to provide a quality, well-rounded Christian education to your children.

Non-discrimination Policy

CPCS admits students of any race, color, national and ethnicity to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs.

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CLASSROOM VOLUNTEER

There are many ways to be involved in your child's classroom. Opportunities vary by grade. As activities come up during the school year, your Homeroom Mom will contact you.

Examples of opportunities include:

- ▶ Chaperoning a field trip**
- ▶ Contributing to a class party/picnic**
- ▶ Helping in the classroom**

Contact Your Homeroom Mom

HOMEROOM MOM MINISTRY

Homeroom Mom Job Description:

- ▶ **To support the school and assist the teacher in the organization of classroom activities and field trips (1 Thessalonians 5:11)**
- ▶ **Support the teacher, faculty, administration and room mom coordinator with prayer, encouragement and cooperation (Hebrews 3:3)**
- ▶ **Uphold the CPCS policies and procedures (Ecclesiastes 8:6)**
- ▶ **Have a positive attitude toward the CPCS policies and procedures (Philippians 2:5)**
- ▶ **Have a positive attitude toward your position as a CPCS room mom (Philippians 2:5)**
- ▶ **View your leadership position as a privilege and not an imposition (Romans 12:8)**
- ▶ **Attend room mom meetings so you can keep abreast of school wide activities (Hebrews 10:25)**
- ▶ **Pray for your teacher and class (1 Thessalonians 5:11)**
- ▶ **Be a team player (Romans 15:5)**

CLASS FIELD TRIPS

Parents are welcome and encouraged to chaperone class field trips. Opportunities vary by grade. In order to make the day manageable for the teacher as well as the students, chaperones may be asked to have a small group of children in addition to their own child which they would be responsible for watching until the students are loaded back on the CPCS bus.

SEPARATING WORKBOOKS

(First week of school)

If you are looking for fellowship with other parents while helping the school by separating workbooks, then this is the volunteer job for you! Each year parents help the teachers by separating and collating student workbooks. All work is done in the mornings from 8 a.m. to 10:30 a.m. Come immediately after drop-off and have fun!

Help is needed in the following areas:

- ▶ Pick up books from the classroom
- ▶ Cut book binders
- ▶ Separate/collate books and quizzes
- ▶ Staple or paper clip pages together
- ▶ Return books to the classroom

Innisbrook Wraps September

Our fall fundraiser will kick off in early September. Innisbrook Wraps features a wide variety of gift items including wrap, cards, decorative items and foods. Customers may order from the catalog or online.

Help is needed in the following areas:

- ▶ Tallying individual/class totals**
- ▶ Tallying the paperwork**
- ▶ Distributing product upon arrival**

**Contact: Wendy Adams
920-3960 ext. 226**

BOX TOPS FOR EDUCATION

September - December

INKJET CARTRIDGES

Ongoing

This program allows schools to exchange Box Tops labels from General Mills products for cash. Contests and weekly drawings are held for rewards and incentives.

Save and send in your empty inkjet cartridges as we receive money in exchange for the old cartridges (laser cartridges not accepted). Get your place of business involved in helping our school.

Help is needed in the following areas:

- ▶ Counting Box Tops during contest
- ▶ Packaging/mailing inkjet cartridges

BOX TOPS – Tammy Jimenez 920-8208

INKJET CART.– Patty Gleason 920-3960-x 211

SPELLING BEE
(Regional – October 23)

Much help is needed to make this a comfortable and stress-free environment for the participating children, as well as the parents. Students qualifying at the regional level will compete at the State level held in Orlando on November 13th.

Help is needed in the following areas:

- ▶ Registration**
- ▶ Chaperone students**
- ▶ Provide snacks**

Contact information To Be Announced

CPCS WALK-A-THON

October

CPCS is planning a school-wide Walk-a-thon to raise funds to continue to upgrade our facilities and augment our program. This event is always a lot of fun for all involved! It will only involve a few hours the day of the event. On your mark, get set, WALK!

Help is needed in the following areas:

- ▶ Help with the set up of the track**
- ▶ Lap Counters**
- ▶ Refreshment Providers**
- ▶ Tallying of the paperwork**
- ▶ Cheering on the walkers**

**Contact: Wendy Adams
920-3960 ext. 226**

FALL FESTIVAL (November 21)

Fall Festival is designed to bring all CPCS families together for a day of fun, food and fellowship. Activities include outdoor games such as moonwalks, dunk tanks, etc, delicious food, various desserts and snacks to satisfy both young and old, and a silent auction.

Help is needed in these areas:

- ▶ Food Preparation**
- ▶ Donations for Auction**
- ▶ Entertainment**
- ▶ Set-up/Clean-up**

**Contact: Sissy Hockman
695-1010**

GINGERBREAD SHOP

“WHERE KIDS LEARN THE JOY OF GIVING”

(Nov. 30-Dec. 4)

Again this year, we are pleased to offer the Gingerbread Shop for the holiday season. This program will provide the students with the opportunity to purchase special gifts for mom, dad, brother, sister, grandparents, teachers and friends. Each student will be able to experience the thrill of selecting their own holiday gifts and participate in a learning experience involving decision-making and the value of money. Be sure to mark your calendar. Merry Christmas!

Help is needed in the following areas:

- ▶ Set-up
- ▶ Staff the shop during open hours
- ▶ Serve cookies
- ▶ Clean-up

Contact Information To Be Announced

HOMECOMING

(January 29, 2010)

Every year CPCS has Spirit Week with the culmination ending at homecoming.

Help is needed in the following areas:

- ▶ Build and decorate “props” for the homecoming them
- ▶ Decorate the gymnasium
- ▶ Work Concession booth
- ▶ Set up/take down decorations the night of the event

Contact: Amanda Allotta
920-3960, ext. 223

BOOK FAIR

(February 23 – 26)

Every year CPCS hosts a book fair. Sonshine Harbor Book Company provides numerous selections for students and adults to purchase. The proceeds go toward the continuing growth of the school library.

Help is needed in the following areas:

- ▶ Assist the students with selections
- ▶ Help with the contest
- ▶ Provide a meal for two adults during the week of the book fair
- ▶ Interact with the customers

Contact Information To Be Announced

SCHOOL TOURS
February - March

Show prospective families what CPCS is all about. Parent volunteers are needed to give tours of elementary through high school to families that are interested in CPCS. Training session provided. Tours are given Tuesday, Wednesday, and Thursday at 10:00 a.m. and 11:00 a.m.

Contact: Patty Gleason
920-3960, ext. 211

FIELD DAY (March 5)

Enjoy time with your children in the beauty of God's great outdoors. Field Day for first through fifth graders is held each year in the spring and is a wonderful opportunity for the children to participate in the various activities. Come and enjoy the fresh air and the spirit of Field Day!

Help is needed in the following areas:

- ▶ **Chaperoning classes**
- ▶ **Time and score keeper**
- ▶ **Helping with the games**
- ▶ **Selling snacks**

Contact: Your Homeroom Mom

ADMINISTRATIVE PROFESSIONALS DAY (April 21)

Administrative Professionals Day is celebrating those individuals that give countless hours behind the scenes to make our school run smoothly. We will enjoy making the day special for them.

Help is needed in the following areas:

- ▶ Providing breakfast**
- ▶ Making gift baskets**
- ▶ Obtaining gift certificates**

Contact Information To Be Announced

**JR. FINE ARTS COMPETITION
GRADES 1 THROUGH 8
(April 23)**

This is a busy time for our students preparing and competing in various areas of music, speech, drama and art. There are many needs to coordinate and various arrangements that have to be made for the regional and state competitions.

Help is needed in the following areas:

- ▶ Chaperoning
- ▶ Snacks
- ▶ Transportation

Contact Information To Be Announced

TEACHER APPRECIATION

(May 3-7)

Teacher Appreciation is a special week toward the end of the school year when we have the opportunity to show the teachers how much they mean to us. This is a school-wide event with special activities and surprises planned each day of the week for the teachers.

Help is needed in the following areas:

- ▶ Coordinating the week's activities
- ▶ Preparing and sending in food
- ▶ Decorating rooms
- ▶ Hosting the various activities

Contact: Cassie Boccabello 963-1778
Gina Milton 948-7735

LUNCH VOLUNTEER

Monday: Subway

Wednesday: Chick-fil-A

Friday: Pizza

Would you like to spend some time with your child during his or her lunch period and help the school at the same time? We are looking for volunteers to work once a month or more. Schedules for each volunteer will be sent home in the Tuesday folder before the first Subway and pizza days. This schedule will run through December. A new schedule from January through the end of the year will be sent home before Christmas.

Note: The senior class will schedule Chick-fil-A volunteers.

Help is needed in the following area:

▶ Set up and serve lunch during the lunch periods on the appropriate day. Lunch is from approximately 10:45 a.m. to 1:15 p.m.

**Contact: Wendy Adams
920-3960, ext. 226**

EAGLE ATHLETIC CLUB

The Eagle Athletic Club was instituted to showcase our “Eagle Spirit” for the athletic program at CPCS. Club members meet one evening each month to organize and schedule events surrounding our athletic teams. Club members man concession booths and gate at sporting events and plan fundraisers to create additional monies for the athletic program and Activity Center. Membership in the Eagle Athletic Club entitles you to season passes to games and the excitement of supporting our budding sports stars! We have a talented group of students and are excited about their great potential to serve the Lord through sports. Come out and join us!

Help is needed in the following areas:

- ▶ Operating gate/concessions at ballgames
- ▶ Operating clock/scoreboard
- ▶ Fundraisers/Spirit Projects
- ▶ Sports awards banquets

Contact: Joe Allotta
389-1030

MEDIA CONTACT

CPCS is in need of parents to contact or write articles for local newspapers, such as the Tampa Tribune, the Carrollwood News and the Citrus Park Post concerning various events and activities at CPCS. These articles would cover various programs, sports teams and accomplishments of our students in areas of academics and Fine Arts. All articles would need to be submitted through the administrative offices of CPCS for approval before being submitted to the newspaper.

**Contact: Wendy Adams
920-3960, ext. 226**

HELPING HANDS (Ongoing)

We are looking for volunteers that would love to help others in our school family in their time of special need. These are made known to the school and will be brought to this committee to see where special helping hands are needed to share God's love. These needs could range from a wedding to the birth of a baby, or a prolonged illness or death.

Help is needed in the following areas:

- ▶ Determine needs such as meals, etc.**
- ▶ Call Helping Hands list to fulfill needs**

**Contact: Amy Dion
948-4196**

**MOMS IN TOUCH
(Weekly-TBA)**

***Moms in Touch International* is a group of mothers or caretakers who meet weekly to pray for their children and school. This organization started in 1987 and has groups across America and many other countries. Come and join other mothers who meet weekly to pray. Date and location will be announced in the Tuesday Folder.**

Many blessings await us as we look to our Father for guidance and wisdom this year. We look forward to seeing you there.

Pour out your heart like water before the face of the Lord, lift up your hands toward Him for the lives of your children.

Lamentations 2:19

**Contact: Pam Milford
920-7243**

CLASS PICNICS

(May)

The class picnic is a special day at the end of the year where the class comes together to celebrate the conclusion of a wonderful year spent together. This is a fun day of games, activities and good food in a beautiful park setting.

Help is needed in the following areas:

- ▶ Coordinating the day's activities
- ▶ Preparing and sending in food
- ▶ Decorating

Contact: Your Homeroom Mom

VOLUNTEER BREAKFAST

(May)

CPCS loves to show appreciation for its volunteers. If you have volunteered throughout the year, please join us in the special day of appreciation.

HIGH SCHOOL FUNDRAISERS (Ongoing)

CPCS has school wide fundraisers which are conducted each year with 100 percent of the proceeds going toward special projects as determined by school administration. This money is not used to pay salaries or bills. All students are encouraged to participate. Classes may conduct fundraisers throughout the year in order to raise funds for Senior Trip. All fundraisers should be advantageous to the buyer as well as the seller.

Help is needed in the following areas:

- ▶ Coordinating class fundraisers**