**TEACHER SUPPORT PARENTS (Year Round Requirements)**

Six (6) (K to 5) parents are needed, one for each grade. Responsibilities include but not limited to: assisting the teacher with special days, celebrations, special projects, collecting money and obtaining gifts for the teachers at Christmas, end of the year and birthdays. Distributing flyers and/or contacting parents via phone or email about special related events & PSP Meetings. Additionally represent your Childs class by participating in school activities and attending PSP Meetings throughout the school year. **This will complete the required 10 hours.**

**BOX TOPS (Year Round Requirement)**

One (1) Coordinator is needed. Responsibilities include: collecting, clipping, sorting and remitting labels to the vendor. This individual should be able to implement different & creative incentives to maximize parents/students participations. **This will complete the required 10 hours.**

**WRAPPING PAPER & PIES/CAKES/COOKIES SALE**

One (1) Coordinator and three (3) Assistants are needed. Coordinator is responsible for: distribution of flyers to announce the sale to the parents, labeling & distribution of brochures, verifying orders for accuracy with the assistance of PSP Treasurer or another PSP Officer prior to sending orders to the vendor. Volunteers can assist with some of the above tasks in addition to the distribution of orders upon arrival. Submit hours to PSP Officers following the event. **Sorting and distribution can take approx. 3 to 4 hours per.**

**LUNCH SUPPORT (Year Round Requirement)**

Many Assistants are needed for Lunch Support. Assistants help once a week, once a month or any other breakdown they choose to supervise the lunch periods & take the students outside for recess**. This service is from 10:45 am till 1:15 pm. You may choose September to January or February to June or ALL YEAR, whichever you prefer. The position requires more than 10 hours of commitment.**

 **CHRISTMAS EXTRAVAGANZA (December 2016) &**

**100th DAY OF SCHOOL (February 2017)**

Ten (10) parents are needed to assist School Staff on the day of each of these events. **Time commitment for Christmas Extravaganza is 11:45 am to 2:45 pm. Time commitment for 100th Day of School is 12 pm to 2:45 pm (in February).**

**DOOR MONITOR (Year Round Requirement)**

Several Assistants needed. Assistants are required to be at the scheduled door (either elementary or high school side) by 8:15am to 8:45am. Parents need to watch over/greet the students/visitors. You may choose to serve once a week or more during September thru January or February thru June**. The position requires more than 10 hours of commitment.**

**TEACHER APPRECIATION WEEK (May 1st – 5th, 2017)**

Several Assistants are needed to make this a very Memorable Week for Teachers/Staff. Coordinator will plan the week’s menu, arrange the following tasks with Assistants: decorating, cooking, serving, set-up, and clean-up. Each day of service can earn approx. 4- 6 hours of service. Should anyone opt to cook only. **2 hours of service will be given for preparation of one (1) main dish (depending on dish) full tray and one (1) hour of service for the preparation of one (1) dessert. Each hour is equivalent to $ 40.00 to receive credit all food must be the proper amount, presentable and edible.**

**FALL PHOTO DAY (OCTOBER/NOVEMBER)**

**SPRING PHOTO DAY (MARCH)**

One (1) Coordinator and four (4) Assistants are needed for this activity. Responsibilities include: To be present on Photo Day, interaction with Photographer & Administration weeks prior to assist with any needs they may have prior to the Photo Day, contact & scheduling of assistants. Assistants are to assist with helping Photographer get ready, ensuring an organized and smooth flow & making sure children look presentable for individual/class/clubs/ graduation photos. **Two (2) 6 hour days. You may work one (1) or two (2) days.** Coordinator must submit hours of all volunteers to PSP Officers following the event.

 **TEACHERS’ END OF YEAR LUNCHEAON (June 2017)**

Several Assistants are needed to make this a very Memorable Luncheon. Coordinator will plan the menu, submit hours to PSP Officer following the event, arrange the following tasks with Assistants: decorating, cooking, serving, set-up, and clean-up. Should anyone opt to cook only. **2 hours of service will be given for preparation of one (1) main dish (depending on dish) full tray and one (1) hour of service for the preparation of one (1) dessert. To receive credit all food must be the proper amount, presentable and edible. Each hour is equivalent to $ 40.00 . To receive credit all food must be the proper amount, presentable and edible.**

**BOUTIQUES**

 **(Christmas/Mothers & Father’s Day- End of April 2017)**

Four (4) Assistants are needed. Assistants to help Coordinator with various tasks such as set-up of items on the sale day, pricing, servicing the kids, breakdown, inventory, clean-up on final day. **Boutiques are held Monday (9am to 1:20pm), Tuesday (10:30am to 1:20pm) and Wednesday (10:30am to 3pm). Serving all three (3) days of any Boutique will earn you 10 to 12 hours of service. Dates to be announced by Coordinator.**

**BAKE SALE & BOOK SALE**

One (1) Coordinator is needed and four (4) Assistants needed for both events. For Bake Sale: Coordinator is responsible for distribution of flyers, get donations of baked goods and Coordinate the day of the event. **The day of event service hours for Assistants is 5 pm to 9 pm.** For Book Sale: Coordinator is responsible for distribution of flyers, get donations of books and Coordinate the day of the event. **The day of the event service hours for Assistants is 8:30 am to 2:30 pm. Dates to be announced by Coordinator.**

**THE ANNUAL FUND (Year Round Requirement)**

The Annual Fund Team will be involved with planning, coordination and implementation of all activities related to The Annual Fund. The campaign will begin in September and preparation must begin prior to the launching of the campaign. The Annual Fund will be the primary source of donations for VSCA to help us grow. Many Assistants are needed in the following areas to make The Annual Fund a success: Secretarial Coordinator, Events Coordinator, Materials Coordinator, Business Partnerships Coordinator, Major Donors Coordinator, Commitment Dinner Coordinator and Assistants needed for all above positions. All these Coordinators and Assistants will be working closely with Mrs. Ayala.Coordinator must submit hours off all volunteers to PSP Officers following the event.

**WALKATHON (April or May 2017)**

The Walkathon is the Mandatory and Main Fundraiser for the School Year. This will be an outdoor Park Event. One (1) Coordinator and many Assistants are needed to fulfill various tasks. Coordinator will be responsible to: oversee all aspects of fundraiser including the preparation & distribution of Fundraising materials with Mrs. Ayala, assemble/ delegate tasks to assistants. Plan meal/desserts/water, make sure park permit, track donations as they come in and create database of donors, etc. Assistants will assist with any pre-event preparation in some of the areas listed above in addition to being present on the day of Event to set-up, servers, clean-up, monitors for students, etc. Coordinator must submit hours of all volunteers to PSP Officers following the event. **Dates and Details to be announced by Coordinator.**

*The Parent Service Program (PSP) is comprised of ALL Parents and Guardians of students attending VSCA. Unless you opt out – choose to pay the $400.00 non participation fee. Competition of all 10 hours or $ 40.00 per hour fee for hours not completed. This program and the related service hours are the most flexible offered and consequently the full participation is essential and mandatory in nature. Not only does this program lower our tuition costs, but it further allows us to play a significant part in the success of the school, our teachers, and students****.***

***Please fill out this form and return either by email to Carmen Candelaria at vscaspspcandelaria@gmail.com or return to the School Office during school hours before***

***July 1ST, 2016. All services are First Come, First Serve Basis. Note all form are due by July 1st, 2016, IF NOT RECEIVED BY THIS DAY YOU WILL BE CHARGED AND REQUIRED TO PAY THE $400.00 NON-PARTICIPATION FEE.***

**Attention All Assistants/Volunteers:** State Laws requires that anyone who spends anytime Assistanting/Volunteering in a school who may have direct and unmonitored contact with children must have a background check form on file. This form is good for two years and will be kept on file at the Church Office. Should you have any questions regarding this requirement please contact the School Office at

516-561-6122

***The participation of the families are VITAL for a successful School Year for the STAFF & Students of VSCA. Thanking you in advance for your participation and efforts!!***

PLEASE PRINT CLEARLY

STUDENT(S)/GRADE(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT(S)/GUARDIAN(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I AM participating in these services/events:
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I AM willing to go beyond the minimum, sign me up for all of the events listed above. I understand that if I fail to fulfill what I have signed up for even if it exceeds the minimum requirement. I will be charged a fee (fee not to exceed the **$400.00 non-participation fee**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

* I AM NOT participating in any service for the School Year 2016-2017 and I understand that I will be charged the **$400.00 non-participation fee** payable prior to my child being admitted into school in September 2016.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**VALLEY STREAM CHRISTIAN ACADEMY (VSCA)**

**2016-2017**

**PARENT SERVICE PROGRAM**



BUILDING LEADERS ONE STUDENT

AT A TIME!!!

**Please return by July 1st, 2016 to**

**Carmen Candelaria by email vscaspspcandelaria@gmail.com or direct submission to School Office. If any questions or concerns please contact by email or call**

**(516) 376-2852**

*“Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does*

*Ephesians 6:7*