

## **VSCA / PSP Volunteer Events 2019 - 2020**

### **TEACHER SUPPORT PARENTS (Year-Round Requirement)**

**Six (6) K to 5 parents are needed, one for each grade.**

Responsibilities include, but are 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 events & PSP Meetings. Additionally, represent your child's class by participating in school activities and attending PSP meetings throughout the school year.

**(This activity will fulfill the required 10 hours)**

### **BOX TOPS (Year-Round Requirement) (Closed)**

**One (1) Coordinator is needed.** Responsibilities include: collecting, clipping, sorting and remitting labels to the vendor. This individual should be able to implement different and creative incentives to maximize parents/student participation.

**This position will fulfill 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 parents, labeling and 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.

### **LUNCH SUPPORT (Year-Round Requirement)**

**Many Assistants are needed for Lunch Support.** Lunch support assistance needed Mondays through Fridays.

Volunteers give their availability in advance to Lunch Room Supervisor (Mrs. Comfort Dennis), who schedules in advance. **This service is from 10:45am to 1:15pm.**

**Volunteer schedules time through Lunch Room Supervisor.**

**The position requires more than 10 hours of commitment.**

### **CHRISTMAS EXTRAVAGANZA (December 2019) & 100th DAY OF SCHOOL (February 2020)**

**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 2020).**

### **TEACHER APPRECIATION LUNCHEONS**

**Hours 8:00am to 3:00pm**

**(1) Coordinator will plan and arrange the following tasks with (2-3) Assistants** to make these luncheons memorable for Teachers/Staff. Coordinator and Assistants' duties include: decorating, cooking, serving, set-up, and clean-up. Each day of service can earn approx. 4-6 hours of service. Cook only option: 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 dish/dessert to serve 10 people). Each hour is equivalent to \$40.00. To receive credit, specified amounts must be brought in; foods must be presentable and edible. (Please email Mrs.Meller & Mrs. Alvarado to get assigned to the event and for food items).**

- Tuesday, March 17, 2020/ ITALIAN FOOD**  
**Time: Serving 8-3pm**
- Tuesday, May 5, 2020 /AMERICAN FOOD**  
**Time: Serving 8-3pm**
- Wednesday, May 6, 2020/ ASIAN FOOD**  
**Time: Serving 8-3pm**
- Thursday, May 7, 2020 /CARIBBEAN FOOD**  
**Time: Serving 8-3pm**
- Friday, May 8, 2020/ SPANISH FOOD**  
**Time: Serving 8-3pm**

### **DOOR MONITOR (Year-Round Requirement)**

Several Assistants needed. Assistants are required to be at the scheduled door (Either elementary or high school side) from 8:15am to 8:45am. Parents supervise, greet and open doors for students entering school buildings. All visitors must be referred to school offices. Monitors may choose to serve once a week or more from September thru January or February thru June. **The position requires more than 10 hours of commitment.**

### **FALL PHOTO DAY (Tuesday, October 22, 2019**

**Retake Photo Day Wednesday, November 20, 2019)**

**One (1) Coordinator and four (4) Assistants are needed for this activity.**

Responsibilities include: being present on Photo Day, interaction with Photographer and Administration prior to actual event. Coordinator assists with needs prior to Photo Day, helping with contact and scheduling of assistants. Assistants help Photographer get ready, ensuring an organized and smooth flow and 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.

### **WALK-A-THON, Jan. or Feb 2020 (date TBD)**

**The Walk-a-thon is the one Mandatory and Main Fundraiser for the School. One (1) Coordinator and 25-30 Assistants are needed to fulfill various tasks. Coordinator will be responsible to oversee all aspects of fundraiser including the preparation and distribution of fundraising materials with Mrs. Ayala, assemble/ delegate tasks to assistants, plan meal, desserts, water, help 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, serve, clean-up, monitor students, etc. Coordinator must submit hours of all volunteers to PSP Officers following the event.**

### **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: Events Coordinator, Business Partnerships Coordinator, Major Donors Coordinator, and Assistants needed for all above positions. Coordinators and Assistants will be working closely with Mrs. Ayala.

### **TEACHER APPRECIATION Wednesday, June 24 ,2020**

**LUNCHEONS END OF THE YEAR/Hours 8:00am to 3:00pm**

**(1) Coordinator will plan and arrange the following tasks with (2-3) Assistants** to make these luncheons memorable for Teachers/Staff. Coordinator and Assistants' duties include: decorating, cooking, serving, set-up, and cleanup. Each day of service can earn approx. 4-6 hours of service. Cook only option: 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 dish/dessert to serve 10 people). Each hour is equivalent to \$40.00. To receive credit, specified amounts must be brought in; foods must be presentable and edible. (Please email Mrs.Meller & Mrs. Alvarado to get assigned to the event and for food items).**

**Coordinators must keep track and submit hours to PSP Officer following all events. All coordinators are to send hours by email to: Mrs. Alvarado, PSP President. Email: PSP@vscaschool.org**

The Parent Service Program (PSP) is comprised of ALL Parents and Guardians of students attending VSCA. Completion of 10 hours is mandatory, unless you opt out and choose to pay the \$400.00 non-participation fee. 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 Sulma Alvarado at [salvara@school.nyc.gov](mailto:salvara@school.nyc.gov) or return to the School Office during school hours before September 30, 2019. All event distributions will be done on a first come, first serve basis.

**Note: All forms are due by Sept. 30, 2019. 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 require that anyone who spends any time Assisting/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 is 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. (We hope parents honor the commitments made to fulfil all that they have volunteered for).

\_\_\_\_\_  
 Signature of parent/guardian Date

- I DO NOT WISH TO participate in any service for the school year 2019-2020 and I understand that I will be charged the \$400.00 non-participation fee.

\_\_\_\_\_  
 Signature of parent/guardian Date

VALLEY STREAM CHRISTIAN ACADEMY (VSCA)

2019-2020 PARENT SERVICE PROGRAM



*BUILDING LEADERS ONE STUDENT AT A TIME*

Please return by Sept 30, 2019 to PSP President, Sulma Alvarado, by email: [PSP@vscaschool.org](mailto:PSP@vscaschool.org) or direct submission to the school office.

If you have any questions or concerns please contact Mrs. Alvarado by email or call 917.873.6878

*"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*