

# 2017-2018 Service Credit Participation Form



<b>Child's Last Name</b>	
<b>Student(s) and Grade(s)</b>	
<b>Person Responsible for Completing the Work:</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Do you have any skills, talent or abilities that might benefit this program?</b>	

## List Your Service Credit Preferences

	<b>Job Title</b>	<b>Service Credit</b>	<b>Comments</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

*Your assigned tasks must total Six (6) Credits to be eligible for the program.*

*Please include any notes or concerns on the back of this page*



**Please return this form no later than  
Monday May 15, 2017.**

**Email To:**

Meredith.kitts@clintonvilleacademy.org

**By Mail:**

Meredith Kitts  
1290 Norwell Drive  
Upper Arlington OH 43220





The Service Credit Program was designed to encourage families to participate in the CA school community. This program emphasizes to students that their parents actively participate in their education by providing their own skills and expertise to the school,

while demonstrating the importance of volunteerism and leadership. In exchange for their service, families can receive up to a \$1,000 tuition credit contingent upon their completion of the jobs assigned by the Parent Association.

**To receive the full \$1,000 tuition credit, each participating family is required to complete:**

**One (1) Summer Cleaning** – Tentatively scheduled for Sunday August 6, 2017

**Six (6) Service Credits** – Completed throughout the 2017-2018 School Year

*AND either*

**One (1) Winter Cleaning** - Tentatively scheduled for Saturday February 24, 2018

*OR*

**One (1) 3-hour Shift at Funfest** - Scheduled for Saturday, May 19, 2018

Families unable to fulfill their assigned duties will be required to make alternate arrangements to work or pay back all or part of the tuition credit at the discretion of the Parents Association.

Attached, please find a description of the available credits for the 2017-2018 school year. Please review the opportunities available and select your preferences for tasks adding up to Six (6) Credits. On the attached page, please rank your preferences from 1 to 8. All attempts are made to provide families with tasks matching their preferences, but tasks are assigned on a first-come first-served basis. Please complete your form and return it to the office as soon as possible. **Your assigned tasks must total Six (6) Credits to be eligible for the program.**

All **Service Credit Participation Forms** must be returned to the office by Monday May 15, 2017. Any contracts received after that date will lose priority ranking. Submissions from current families will not be accepted after Monday July 31, 2017 and those families will not be eligible for the tuition reduction. New families must submit forms by Friday August 25, 2018. Any forms not filled out correctly will be returned with a notation of the problem and are to be re-submitted.

If you have questions regarding the program please contact  
Meredith Kitts ([meredith.kitts@clintonvilleacademy.org](mailto:meredith.kitts@clintonvilleacademy.org) or 614-302-1357)

# ***Clintonville Academy***

## ***Service Credit Descriptions 2017-2018***

### **6 Service Credit Jobs**

#### **Office Receptionists:**

This position requires availability to work in the office one morning or afternoon every week. The person who fills this position needs to have good telephone skills and a willingness to work as part of a team. Duties include answering the phone, providing support to the office personnel, and handling minor student medical problems. The morning shift requires being in the office from 7:50-12:00am. The afternoon shift runs from 12:00 to 3:15pm.

#### **Lunchroom Aides:**

Aides need to be in the lunchroom from 11:00 to 12:30 on their assigned day every week. Duties include setting up the cafeteria, distributing hot lunches, helping students as needed, and cleaning up.

#### **Crossing Guards:**

An adult is needed to help students safely cross Indianola Ave. in the mornings and after school. The AM crossing guard needs to be on duty from 7:40 to 8:10am. The afternoon shift is from 2:50 to 3:20pm. Your commitment would be for half of the school year – either Fall or Spring. Changing of the guard happens at Martin Luther King Day in January.

#### **Saturday Cleaning:**

Every weekend of the school year, classrooms require cleaning. This job primarily includes vacuuming, wiping desks and general cleaning and dusting. Families assigned to this position will work in a team and be required to work three to four hours every third Saturday morning. Punctuality, timeliness, and hard work appreciated.



#### **Lunchroom Floor Cleaning:**

The lunchroom floor needs to be cleaned on a daily basis. This is a good position for someone who is available to work in the evening. Floor cleaners come in after latchkey is finished at 6:00 PM and clean the floor at their own pace. Most people find it takes them less than 45 minutes to clean the floor well. Floor cleaning is done Monday through Thursday evenings with an assigned day for each family. Please indicate your first and second preferences.

### **3 Service Credit Jobs**

#### **Marketing Committee:**

It is essential that there are dedicated and energetic people on this committee to be sure that CA receives the publicity it deserves. Responsibilities include planning year-round marketing activities to grow enrollment and community awareness; meeting with committee members to develop an annual plan, to monitor progress, and collaborate on team roles and responsibilities; organizing and staffing all Open Houses; coordinating CA presences at community events and sponsored commercial venues; as well as writing copy and creating artwork for marketing literature.

#### **Fundraising Committee:**

This committee coordinates the details of the fundraising activities – typically one for fall, winter and spring. Committee members work under the Fundraising Coordinator and responsibilities may include planning fundraisers, working directly with fundraising companies, communicating details of the sales to CA families, arranging delivery of products, encouraging student participation, tallying orders, and overseeing product delivery. Committee members will also coordinate smaller fundraising opportunities with local restaurants and businesses.

#### **Grant Research and Writing:**

The members of this committee should have experience with writing and conducting research on grants. Responsibilities include researching sources of funding for CA and writing the necessary grants to acquire those grants. A brief monthly report should be written for the Board.

#### **Technology Committee:**

A new opportunity in 2017-2018, the Tech Committee will provide not only repairs and maintenance to IT infrastructure at CA, but will also create and implement an IT Strategic Plan for the school. Individuals assigned to this committee will hold routine meetings to develop the IT Strategic Plan and oversee the Computer Club. In addition, members will be assigned duties on a rotating schedule to provide IT-related repairs and updates at the school. If you are available on the weekends/evenings and are tech savvy, this may be just the job for you.

#### **Maintenance Committee:**

Throughout the school year there are various repairs needed throughout the school. If you are handy around the house and available on the weekends/evenings, this may be just the job for you. A list of needed repairs is kept in the office and members are assigned to duties with a rotating schedule.

### **Landscape Committee:**

This committee is made up of parents who are dedicated to making the outside of our school look its very best. Much of the work done by this committee is seasonal and can be completed in the evenings and on weekends. Hours will be assigned throughout the year. This committee is responsible for mowing the lawn and will continue to work *through the summer of 2018*. This committee is also responsible for coming in quarterly and cleaning/organizing the shed.

### **Library Aides:**

Library aides are needed to assist grades K-5. This year library times will be scheduled on Friday mornings and afternoons. People who select this assignment should enjoy working directly with students and have a flexible schedule on Friday mornings. This committee also needs to be available to help during the fall and spring book fairs.

## **2 Service Credit Jobs**

### **Book Fair Committee:**

The CA Book Fair takes place twice a year – once in the fall and again in the spring. Members of this committee will be required to work 10 hours during both of the Book Fairs. Help may be needed *during* school hours to aid students with their book choices and help will be needed immediately after school assisting in sales.



### **Theater Committee:**

Members of this committee work closely with Mrs. Liggett to prepare the spring production. Responsibilities include costume design, make-up, assisting with rehearsals, and helping backstage. This committee also helps with the cast party.

Most of the time commitment occurs after school hours starting after Winter Break, during the evening dress rehearsal, and on the night of the musical itself.

### **Funfest Committee:**

While all families in the Service Credit Program are required to help with Funfest, there are a number of leadership roles that need to be filled. Coordinators are needed to help organize food & beverages, games, arts & crafts, ticket sales and the sound system.

Work for this event doesn't start until after Winter Break, and requires the most attention in April and May. Each person on this committee is required to be present the entire day of Funfest – which is held the third Saturday in May on school grounds.

### **Silent Auction Committee:**

The auction takes place on the same day as Funfest. Committee members work together to solicit donations from current families, alumni and businesses. A great deal of preparation goes into organizing the items and making them look their best for the auction. The work of this committee begins in January and runs through May.

### **Catering Committee:**

Members of this committee will be required to provide food and beverages for various functions before and throughout the school year, including New Parent Orientation, Dessert Open House, monthly Student of the Month celebrations, Teacher's Holiday Luncheon, and the February Open House. Set-up and clean-up at these events will also be a responsibility of this committee, and schedules for rotation of duties are established by the Committee Coordinator.

### **Graduation Committee:**

This committee is limited to 8<sup>th</sup> grade families and one 7<sup>th</sup> grade family. The job of this committee is to work in conjunction with the Director to plan a graduation that the students will remember fondly forever. This committee also coordinates small fundraisers with the 8<sup>th</sup> grade families throughout the year so they can contribute a gift to the school.

### **Yearbook Committee:**

This committee works together all year to design an annual yearbook. Many of the duties can be accomplished at home in the evenings and weekends. At least one member of the committee needs to present at significant school events to take pictures. Such events may include Grandperson's Day, holiday parties, holiday and spring concerts, Good Citizen's Day, International Nights, Funfest and Field Day.

### **Teacher Appreciation Week Committee:**



National Teacher Appreciation week is annually held the first full week of May. This committee is responsible for planning a very special week for our teachers, but also to plan surprises for our teachers throughout the year. We appreciate them and should show that that we do.

Past activities have included special meals, prizes, chair massages, etc. Creative ideas are encouraged. Pinterest has changed the world of Teacher Appreciation. We need you to help implement it!

## **CA Teams Coordinator:**

The person in this position will work closely with PE Teacher Rachel Norton to organize various sports teams. The coordinator may need to recruit coaches, promote sign-ups and registration and handle uniform needs. This person will also need to organize the annual sports banquet to recognize team and athletic achievements. The sports coordinator will also have the opportunity to explore new sporting opportunities for our students.

## **Coaching:**

Coaches are needed for:

- Girls' volleyball
- Outdoor Middle School Soccer
- Boys' Middle School Basketball
- Girls' Middle School Basketball
- Indoor Soccer for a variety of ages.

All coaches will work closely with PE Teacher Rachel Norton and the CA Teams Coordinator. They are expected to schedule practice time, coach players, and attend all games to represent CA and our teams.



## **Room Parents:**

Each grade has 1 room parent who can then contact other parents of that same grade for assistance. The role of the Room Parent is mainly to plan and carry out classroom parties three times a year. Room Parents are encouraged to coordinate with the teachers, and to mobilize the families in the classroom to share the expense of these events.

Parties are planned for Halloween in October, the Winter Holidays in December, and Valentine's Day in February. Parties are held in the late afternoon. People signing up for this duty need to be able to be present at all three parties, as well as plan them.

## **6th Grade Kidnapping Chair:**

This individual helps the 6th grade families plan and execute a "kidnapping" day to remember. Responsibilities include selecting the May date early in the year with the Director, communicating quietly with all parents in the class, making reservations and collecting money as necessary, and arranging for t-shirts to be made. Planning must be done quietly as it is important to keep this day a surprise for the students.

### **Used Uniform Sales:**

This committee collects gently used uniform donations from families and resells them at selected events throughout the school year. The majority of work associated with this committee is the evaluation of donations, the organization of clothing, and the participation during sale hours. All proceeds benefit the school.

### **Redemption Committee:**

Members of this committee will assist the redemption coordinator with in promoting Box Tops for Education, Labels for Education, Tyson A+, and various other programs associated with the school. Promotions may include contests, baked goods, or any special event that helps to promote awareness of the various programs.

### **Community Outreach Committee:**

This committee works closely with the Marketing Committee on attending community events to promote CA. Committee members serve as ambassadors of CA by distributing and/or delivering fliers to various community locations throughout the year; and by staffing the events that the Marketing Committee selects for CA presence that year.

## **Additional Potential Opportunities**



- **P.E. Trip Assistants**
- **CRC Thanksgiving Luncheon Committee**
- **Canned Food Drive Committee**
- **Student Council Committee**