

**2018-2019 Service Credit  
Participation Form**



<b>Family 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, August 27th 2018  
Return to school or email to  
linda.odonnell@clintonvilleacademy.org**



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** – Sunday August 5th OR Tuesday August 7th, 2018

**Six (6) Service Credits** – Completed throughout the 2018-2019 School Year

**AND either**

**One (1) Winter Cleaning** - Saturday February 23rd, 2019

**OR**

**One (1) 3-hour Shift at Funfest** - Scheduled for Saturday May 18th, 2019

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 Board. If a family is unable to work a shift, they should attempt to find a replacement, trade shifts with another family, or reschedule. If the family is unable to replace, trade, or reschedule, they must notify the Committee Coordinator. Two occurrences of absence without replacement, trade, reschedule, or other arrangement made with the Committee Coordinator will result in the termination of that family's Service Credit participation for the remainder of the school year. If, for any reason, you cannot fulfill your Service Credit responsibilities, please contact your Committee Coordinator and the President of the Parent Association as soon as possible.

Attached, please find a description of the available credits for the 2018-2019 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 by email or to the office by Monday July 30th, 2019. Any contracts received after that date may lose priority ranking. New families must submit forms by Monday August 27, 2019. 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  
Linda O'Donnell [linda.odonnell@clintonvilleacademy.org](mailto:linda.odonnell@clintonvilleacademy.org) or 614-330-8539

# Clintonville Academy

## Service Credit Descriptions 2018-2019

### 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 7:45am-11:30am. The afternoon shift runs from 11:30am-3:15pm.

**Lunchroom Aides:**

Aides need to be in the lunchroom from 11:00 to 12:30 on their assigned day. 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.

**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.

**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 cleaners are assigned a specific night a week for cleaning.

**Technical Committee Chair:**

The committee Chair is responsible for managing committee member activities, orchestrating committee meetings, and reporting committee business to the Board and staff leadership. When there are few committee members, the Chair is responsible for reviewing established policies and procedures, vendor relationships, and any grants that may need to be renewed. When there are sufficient members to delegate the above responsibilities, the Chair's duties are primarily organizational.

This position is a full year commitment, typically consuming 2-3 hours weekly. Applicants must have IT experience, applicants with IT management will be preferred. Applicants must be comfortable dealing with vendors (IT services, networking) as a representative of the school and coordinating volunteers. Applicants will be required to conduct and document regular meetings of the committee.

Applicants will be required to sign an NDA.

### 3 Service Credit Jobs

**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.

**Maintenance Committee:**

Throughout the school year there are various things that need repairing. If you are available on the weekends/evenings and are handy, 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.

**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.

**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.

**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 2019*. This committee is also responsible for coming in quarterly and cleaning the school shed.

**Technical Committee Account Support:**

This position is responsible for updating staff, student, and volunteer accounts in the various systems used throughout CA. Duties include updating all Google GSuite accounts and Microsoft Active Directory at the beginning and end of the school years, as well as performing as-needed updates throughout the year.

Applicants will be expected to check in with staff weekly for any required changes during the week. Applicants with experience managing Microsoft Active Directory will be preferred, but no experience is necessary. Applicants must commit to updating accounts before the start of the school year, which will require coordination with office staff in early August. Similarly, cleanup must be performed at the end of the school year, before school closes for summer.

Applicants will be required to sign an NDA.

**Technical Committee Technical Support:**

This position is responsible for ensuring that school workstations are patched and secured, performs general troubleshooting, and assists staff with device setup (like printers, etc). This position requires basic troubleshooting ability for Mac OSX systems. Experience with Chromebooks is a plus.

Applicants will be expected to be on site for 2 hours each week during the school's working hours. These hours are flexible and can be negotiated with staff to determine a schedule for support. This position runs either from August 1st to MLK Jr Day OR from MLK Jr Day to June 30th.

Applicants will be required to sign an NDA.

**Marketing Committee:**

It is essential that there are dedicated and energetic people on this committee so that CA receives the publicity that it deserves. Responsibilities include: attending monthly planning meetings to plan marketing activities that will grow enrollment and community awareness; organizing and staffing all Open Houses and CA presences at community events and sponsored commercial venues; as well as writing copy and creating artwork for marketing literature and the school website.

**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. The CA Book Fair takes place twice a year – fall and spring. Members of this committee are expected to assist *during and after* school hours to help set up, aid students with their book choices, assist with contests, sales, and pack up. Times are varied in 2-3 hour increments and the commitment is 10 hrs. per family for each book fair.

**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, 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. Much of the work by a coordinator will take place in the weeks leading up to the event, but each person will also need to be present for the entire day of Funfest.

**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.

**Technical Committee Grant Research:**

This position is responsible for pursuing known grants and researching additional grant opportunities related to technology needs of the school. This committee member will perform independent investigations to find avenues to improve the technology in use at CA or minimize existing technology costs. This position requires close coordination with the Technical Committee Chair as well as the CA Grant Research/Writing Committee.

Applicants with grant writing or budgeting experience (IT or educational) are preferred. Applicants will need to document their findings and demonstrate a good faith effort to improve the condition of the school's technology footprint. Applicants may be required to present findings to the Board.

**Catering Committee:**

Members of this committee will be required to provide food and beverages for various functions throughout the year including New Parent Orientation, Dessert Open House, Monthly Student of the Month celebrations, Teacher's Holiday Luncheon, and the February School Open House. Set-up and clean-up will also be part of the responsibility for this committee.

**Graduation:**

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.

**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.

**Walk-A-Thon – October 5th 2018:**

Usually held every other October, the Walkathon is one of CA's biggest fundraisers. Students and faculty work in teams to walk a course established at The Park of Roses. Students are encouraged to collect donations in support of the Walkathon from their friends and families. Volunteers will work closely with Mrs. Lindsay and are needed to assist with the letter writing campaign, sponsorship requests, logistics and day-of-event management.

## 1 Service Credit Jobs

**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. Parties are scheduled as follows: Halloween--October 31, 2018, Winter Holidays--December 18, 2018, and Valentine's Day--February 14, 2019. 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.

**6<sup>th</sup> Grade Kidnapping:**

This committee of 6<sup>th</sup> grade families works to make sure that the traditional "kidnapping" day in May is one to remember. Responsibilities include selecting the date early in the year with the Director, communicating quietly with all parents in the class, making reservations 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.



**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 BoxTops for Education, Labels for Education, 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.

**International Night:**

This committee oversees the two international night celebrations – French and Spanish International Nights are held on different nights in the spring. These fund evenings provide students and their families the opportunity to explore the culture they study in foreign language class. Committee member work under the direction of the foreign language teachers and assist with set-up, serving food, running activities, and clean-up.