

# Enrollment Steps

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- Step 1:** Register for 2021-2022 using the Re-Enroll tab in Gradelink.  
*-In order to reserve your child's seat, this must be completed by April 1<sup>st</sup>.  
-You will receive email confirmation once the re-enrollment step in Gradelink has been completed. Please continue through Steps 2-4 to fully complete the enrollment process.*
- Step 2:** Complete and return 2021-2022 Enrollment Contract and Service Credit Contract *(if applicable)*. Keep this top page for your records.
- Step 3:** Pay registration fees in Gradelink by *April 10<sup>th</sup>*.
- Step 4:** After receiving confirmation from the Registrar, please set up tuition payments in Gradelink no later than June 25<sup>th</sup>.
- Open *Billing* tab
  - Choose *Add AutoPay Plan*
  - Enter required information
  - All plans must begin in July 2021 and end no later than May 2022
  - The Amount to Pay will be the total tuition amount from on your finalized Enrollment Contract.

\* For those who participate in EdChoice, the EdChoice application must be submitted to the office by May 1<sup>st</sup>, 2021. If you have not received the application by mail or email, contact Julie Maples as soon as possible. ([julie.maples@clintonvilleacademy.org](mailto:julie.maples@clintonvilleacademy.org))

*\* Please note: Updated immunization records are required every year by October 1<sup>st</sup>. Please request a copy of your child's records at their next appointment. Send them by mail, email, or in person to the attention of our nurse, Jennifer Lee ([jlee@clintonvilleacademy.org](mailto:jlee@clintonvilleacademy.org)).*



## Registration and Tuition Fees 2021-2022

### Re-Enrollment / Registration

#### Current Students

- Re-enrollment in Gradelink is required by April 1<sup>st</sup> to hold your child's seat for 2021-2022.
- Registration fees must be paid in Gradelink using a credit card<sup>[3]</sup> or electronic check.
- Registration can be made in one or two payments. Payments should be completed by April 10<sup>th</sup>.

### Tuition

Tuition payments must begin in July 2021. Families who pay in full by July 1, 2021 will receive a \$150 discount. Monthly payment plans should be scheduled in Gradelink no later than June 25<sup>th</sup>. You will enter monthly payment amounts on enrollment contracts which will be distributed in May. If you have questions about payment plans, please contact the office (614-267-4799).

	Full Tuition	Discounted Tuition <sup>[1]</sup>	Registration Fee <sup>[2]</sup>
<b>First Child</b>	\$9,595	\$8,595 <sup>[1]</sup>	\$250
<b>Second Child</b>	\$7,500	n/a	\$200
<b>Third Child</b>	\$5,900	n/a	\$150

### Payment Options

Paid in Full Option due 7/1/2021		
	Full Amount - No Service Credit	Full Amount – with Service Credit <sup>[1]</sup>
<b>One Child</b>	\$9,445	\$8,445 <sup>[1]</sup>
<b>Two Children</b>	\$16,945	\$15,945
<b>Three Children</b>	\$22,845	\$21,845

Monthly Payments – No Service Credit		
	10 Month: 7/2021-4/2022	11 Month: 7/2021-5/2022
<b>One Child</b>	\$ 959.50	\$ 872.27
<b>Two Children</b>	\$1,709.50	\$1,554.09
<b>Three Children</b>	\$2,299.50	\$2090.45

Monthly Payments – With Service Credit <sup>[1]</sup>		
	10 Month: 7/2021-4/2022	11 Month: 7/2021-5/2022
<b>One Child</b>	\$ 859.50	\$ 781.36

<b>Two Children</b>	\$1,609.50	\$1,463.18
<b>Three Children</b>	\$2,199.50	\$1,999.55

<sup>[1]</sup> Reflects \$1,000 credit for voluntary Service Credit Program participation.

<sup>[2]</sup> Registration fee is non-refundable.

<sup>[3]</sup> Payments can now be made using a credit card. A convenience fee will be added to your payment amount.



# Enrollment Contract

## 2021-2022

Full Name of Student(s)	2021-22 Grade

**Names and Addresses of Parents or Guardians entering into Contract:**

_____	_____
_____	_____
_____	_____

We look forward to welcoming your child or children to Clintonville Academy for the 2021-2022 school year. This Enrollment Contract is the legal agreement between Clintonville Academy and you (individually and jointly if more than one custodial or responsible parent or guardian executing the Contract) with regard to enrollment, attendance, and the payment of tuition and other fees. You should read all the provisions of this Contract, complete the required information and sign and return the Contract to the School Office along with the required Registration Fee. New families must also submit a deposit. A student may be accepted for enrollment or re-enrollment only when the signed and dated Contract has been delivered to the School. No amendment or modification of the printed terms this Contract will be effective without the express prior written approval of the School's Board of Trustees.

In consideration of the acceptance of this Contract by the School, you agree to pay the required total tuition for the full academic year and the fees described below and agree to be bound by the provisions of this Contract and the Bylaws and Regulations of the School and any further policies approved by the Board-of Trustees of the School. Acceptance of this Contract is an agreement by you to pay the full academic year's account for each student enrolled, including total tuition and all related fees and expenses of the student. You agree to reimburse the School for any expenses it may incur in collecting any unpaid balance from you, including attorney's fees and court costs and expenses. You also agree and authorize the School to report unpaid account balances to credit reporting agencies.

**(1) Registration Fee.** Along with a completed Contract signed by each parent, guardian or other responsible adult, a non-refundable registration fee must be received in the School Office as follows: \$250.00 for the first child enrolled, \$200.00 for the second child enrolled, and \$150.00 for the third and any subsequent children enrolled.

**(2) Tuition.** Tuition for the 2021-2022 school year, including sibling discounts, is set forth below. You agree to pay this tuition. Payment options are also set forth below.

You have the option of paying a portion of your agreed tuition by entering into a legally-binding Service Credit Contract whereby you receive a credit for a portion of your tuition payment in consideration of you performing various services, committee work, cleaning and other approved activities throughout the school year. Please understand that you are obligated to pay the full tuition amount and will only receive the full amount of the available tuition service credit if you fully perform your agreed duties. If you fail to fully perform your service credit commitment but have paid tuition based upon the service credit payment, you owe and agree to pay the difference. Regardless of service credit program participation, you are expected to participate in various other fundraising activities throughout the school year.

2021-2022 Tuition Schedule		
Child	Tuition	Tuition Reduced by Service Credit
First	\$ 9,595.00	\$8,595.00
Second	\$ 7,500.00	n/a
Third	\$5,900.00	n/a

- Do you intend to enter into a Service Credit Contract and participate in the service credit program? Yes \_\_\_\_ No \_\_\_\_
- I understand that if I am applying for an Ed Choice Scholarship, the total amount due may be adjusted if the State of Ohio approves my application. \_\_\_\_ initial

(3) Payment Options. The agreed tuition must be paid in accordance with one of the following payment methods. Please indicate your choice:

\_\_\_\_ Payment in full by July 1, 2021 (\$150.00 discount)

Paid in Full Option due 7/1/2021		
	Full Amount – No Service Credit	Full Amount – With Service Credit <sup>[1]</sup>
One Child	\$9,445	\$8,445 <sup>[1]</sup>
Two Children	\$16,945	\$15,945
Three Children	\$22,845	\$21,845

\_\_\_\_ Monthly payments without Service Credit<sup>[1]</sup> for 10 or 11 months.

Monthly Payments – No Service Credit		
	10 Month: 7/2021-4/2022	11 Month: 7/2021-5/2022
One Child	\$ 959.50	\$ 872.27
Two Children	\$1,709.50	\$1,554.09
Three Children	\$2,299.50	\$2090.45

\_\_\_\_ **Monthly payments with Service Credit <sup>[1]</sup> for 10 or 11 months.**

<b>Monthly Payments – With Service Credit <sup>[1]</sup></b>		
	<b>10 Month: 7/2021-4/2022</b>	<b>11 Month: 7/2021-5/2022</b>
<b>One Child</b>	\$ 859.50	\$ 781.36
<b>Two Children</b>	\$1,609.50	\$1,463.18
<b>Three Children</b>	\$2,199.50	\$1,999.55

<sup>[1]</sup> Reflects \$1,000 credit for voluntary Service Credit Program participation. Credit applied to first child only.

In selecting the Monthly payment option above, you agree to authorize Clintonville Academy to automatically deduct tuition payments from your bank account and agree to enter into and comply with the Gradelink Payment Plan. In selecting the Monthly payment option, you agree to complete the Gradelink Payment Plan Authorization within the Gradelink application by no later than July 1, 2021. In selecting the monthly payment option, you agree to pay the above-stated tuition and late fees, interest, and penalties for late payments and unpaid balances per the Payment Plan Agreement.

You agree and acknowledge that if tuition payments are not current, then your child's progress reports may be withheld until the account is paid to a current status. The school may also refuse to forward any student's academic transcript to another school if that student's tuition account is not fully paid. You agree and acknowledge that students are subject to dismissal if financial obligations are not maintained and satisfied. Clintonville Academy reserves the right to adjust tuition or make special assessments during the school year based upon changing enrollment and costs. Tuition for students entering the School after the start of the school year will be prorated based on the number of attendance days remaining in the school year after entry compared to the total attendance days in the school year. You understand and agree that no refund or cancellation of tuition will be made by the School for absence, withdrawal, expulsion or dismissal before the end of the school year.

(4) **New Families.** If you are new to the School, or are returning after an absence of one or more school years, then in order to reserve a position in the class(es) indicated above you must pay one month's tuition in advance for each child enrolled along with the Registration Fee set forth above. You understand and agree that each such new student is conditionally accepted for enrollment for the first academic quarter. The student will be evaluated for permanent enrollment at that time. Prorated tuition will be refunded if such student is not permanently enrolled, but fees shall not be refunded.

(5) **School Policies.** You agree to be bound by all of the provisions of the Bylaws and Regulations of the School, whether currently in effect or as subsequently approved by the Board of Trustees. You agree to support the School's discipline policy and will work with teachers and staff to ensure that the behavior of your child is in accordance with such policy. You will cooperate with the educational efforts of the School on behalf of all of the students of the School. The School believes that a positive and constructive working relationship between the School and the student's parents or guardian is essential to the fulfillment of the School's mission. Thus, the School reserves the right not to continue enrollment, terminate enrollment or not to re-enroll the Student if the School reasonably concludes that the actions of a parent, guardian or one acting in that role make such a positive and constructive relationship impossible or seriously interfere with the School's accomplishment of its educational purposes. You agree that the decision of the School in such matters is final.

(6) Miscellaneous. The School reserves the right to withdraw this Contract if it is not executed by you and returned to the School with any necessary fees and deposits by May 24, 2021. Re-enrollment of a current student in the 2021-2022 class is contingent on satisfactory completion, as solely determined by the school administration, of the 2021-2022 school year. Enrollment of a student for this or any other school year creates no right or remedy of enrollment in any subsequent school year. This Contract is the full and final document evidencing the agreement between you and the School, and it supersedes any prior agreement, whether written or oral. Venue for any action relating to this Contract shall be proper only in Franklin County, Ohio.

(7) Non-Refundability. You agree that you must notify the School in writing, if, at any time, you decide not to enroll the Student(s) or desire to withdraw the Student from the School. If, at any time, after the date of this Contract, for any reason, you decide not to enroll the Student(s), the Student's enrollment is terminated, or the Student is either voluntarily or involuntarily withdrawn from the School, you agree that:

- A) You will not be entitled to a refund of any amount(s) designated as non-refundable in this Contract;
- B) If written notice is given by July 1, 2021, you will not be obligated to pay tuition pursuant to paragraph 2 above;
- C) If written notice is given after July 1, 2021, but before August 23, 2021, you will be obligated to pay 80% of the Tuition pursuant to paragraph 2, above; and
- D) If written notice is given after August 23, 2021, you will be obligated to pay the entire Tuition pursuant to paragraph 2, above.

(8) Joint and Several Liabilities. If more than one parent or legal guardian signs this Agreement, each is jointly and severally liable to pay the full amount owed and to fulfill all obligations herein. The School may enforce its rights under this contract against each parent and/or legal guardian individually or jointly, which means that each parent or legal guardian may be required to pay all of such amounts owed. The School may release or waive enforcement of this Agreement against one parent or legal guardian and such waiver will not extend or extinguish the liability of the other parent or legal guardian,

By signing below, you agree and acknowledge you have reviewed this entire Contract and agree to abide and be bound by all of its terms and conditions. The obligation of the undersigned parents or guardians under this Contract is individual and joint, regardless of any agreement between you and anyone else.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Printed Name of Person Above

\_\_\_\_\_  
Date

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Signature of Parent or Guardian

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Social Security #

Printed Name of Person Above

Date





## Service Credit Contract (Optional Program) 2021-2022

### Participation Form

Family Name	
Student(s) and Grades(s)	
Person Responsible for Completing the Work:	
Phone Number:	
Email Address:	
Do you have any skills, talents, or abilities that might benefit this program?	

### List Your Service Credit Preferences

	Job Title	Service Credit Amt	Comments
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 following page

All Service Credit Participation Forms for returning families must be returned by email or to the office by Monday July 12th, 2021 . Any contracts received after that date may lose priority ranking. New families must submit forms by **Monday, August 9th, 2021** .

Additional Comments or Information:

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**Committee Chairs**

Many of the committees listed in the descriptions require a Chair. The Chair in charge of a committee will likely spend more than the required hours in managing the committee. The individual may also be required to make a presentation to the Board of Trustees regarding the work of the committee. If you have an interest in taking on such a position, please indicate below. Priority for these positions will be given to those that have held the positions in the past and/or those with experience.

	Marketing Chair (6 credits)		Silent Auction Chair (3 credits)
	Catering Chair (4 credits)		Walk-A-Thon Chair (3 credits)
	Landscaping Chair (6 credits)		Fundraising Chair (4 credits)
	Funfest Chair (6 credits)		Grant Writing & Research Chair (3 credits)
	Book Fair Chair (4 credits)		Grandperson’s Day Chair (3 credits)
	Graduation Chair (3 credits)		Teacher Appreciation Chair (3 credits)
	Used Uniform Sales (3 credits)		Maintenance Chair (6 credits)

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** – Will be scheduled for mid August 2021

**Six (6) Service Credits** – Completed throughout the 2021-2022 School Year

**AND** either

**One (1) Winter Cleaning** - Will be scheduled for late January 2022

**OR**

**One (1) 3-hour Shift at Funfest** - Will be scheduled for late May 2022

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 Chair. Two occurrences of absence without replacement, trade, reschedule, or other arrangement made with the Committee Chair 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 Chair and the President of the Parent Association as soon as possible.

Attached, please find a description of the available credits for the 2021-2022 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 .

**Clintonville Academy**  
**Service Credit Descriptions 2021-2022**

**Jobs: 6 Service Credits**

**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 11:00am-12:30pm 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. Crossing Guards work morning OR afternoon shifts, either from the first day of school to MLK Jr Day OR from MLK Jr Day to the last day of school. The morning shift is 7:35am-8:05am. The afternoon shift is 2:55pm-3:20pm.

**Saturday (Weekend) 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 on an every third weekend rotation. Teams may determine their own schedules as long as all assignments are completed.

**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 6:00pm 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.



## Jobs: 3 Service Credits

### **Fundraising Committee:**

This committee coordinates the details of the fundraising activities – typically one for fall, winter and spring. Committee members work under the Fundraising Chair 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. This committee also handles redemption programs such as BoxTops for Education. Promotions may include contests, baked goods, or any special event that helps to promote awareness of the various programs.

### **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 PreK-4. People who select this assignment should enjoy working directly with students. This committee also needs to be available to help during the fall and spring book fairs. Aides work one of three shifts per week: Monday (1st & 2nd grade), Wednesday (3rd & 4th grade), or Friday (PreK & K). All shifts are 9:15am-9:45am.

### **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 2022 . 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 year, 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 presence at community events and sponsored commercial venues; as well as writing copy and creating artwork for marketing literature and the school website.

**Jobs: 2 Service Credits****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. Chairs are needed to help organize food & beverages, games, arts & crafts, ticket sales and the sound system. Much of the work by a Chair will take place in the weeks leading up to the event, but each person will also need to be present the 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, and the Teacher's Holiday Luncheon. Set-up and clean-up will also be part of the responsibility for this committee.

**Graduation:**

This committee is limited to 8 th grade families and one 7 th 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 th 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 them that we do. Past activities have included special meals, prizes, chair massages, etc. Creative ideas are encouraged.

**Room Parents:**

Each grade has a 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 for Halloween, Winter Holidays, and Valentine's Day. Parties are held in the late afternoon. People signing up for this duty need to be able to be present at parties (or make arrangements for a replacement), as well as plan them and provide supplies.

**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:**

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 Walk-a-thon 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.

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.

**Jobs: 1 Service Credit**

**6th Grade Kidnapping:**

This committee of 6th 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.

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