



**Lakeview
Christian
School**

**Volunteer
Handbook**

2018 – 2019

LAKE IEW CHRISTIAN SCHOOL

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Dear LVCS Families:

Welcome to the 2018-2019 school year! We are so glad that you are a part of the Lakeview family! To be as successful as possible, we depend on parental involvement. As part of our requirement for family volunteer hours, we have created this handbook to make you aware of the many volunteer opportunities here at Lakeview. We have opportunities both in and out of the school, including community involvement, as well as classroom and school-wide opportunities.

Please take a moment to look over the opportunities listed in this handbook, and fill out the colored insert. Once you have made your choices, please return the form to you child's teachers.

We look forward to a fantastic year thanks to our volunteers!

Christena Villarreal
School Administrator

And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance, for you serve the Lord Christ.

Colossians 3:23-24

About Lakeview

Lakeview Christian School is a K3 - 8th grade community of students, parents, staff, and friends all working and learning together as we seek to honor the Lord Jesus Christ in all that we do each day. Our calling is to inspire and nurture each child in all aspects of his or her development - spiritually, intellectually, socially, emotionally, and physically. This is our daily task. Lifelong learning is a journey that we want our students to enjoy from beginning to end.

Non-Discrimination Policy

Lakeview Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origins in administration of its educational policies, scholarship and loan programs, and athletic or other school administered programs.

Objectives

- *To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and the Holy Spirit.*
- *To prepare children to live successfully by Biblical standards.*
- *To provide a positive instructional program that meets the academic needs of each child.*
- *To develop a sense of responsibility in each child as a Christian and a citizen.*
- *To prepare each child to fulfill God's divine plan for their life, whether it be in school, home, church, community, state, nation, or the world.*

Child Protection Policy

Volunteers and chaperones are required to read and sign a LVCS volunteer/chaperone policy form, be trained and sign the Memorial UMC Child Protection Policy, and have a background screening (valid for 5 years) before chaperoning a trip. Drivers are **additionally** required to have a copy of a valid driver's license on file in the school office, a copy of their current automobile insurance card on file in the school office, and a motor vehicle check (valid for 5 years).

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CLASSROOM VOLUNTEER

Ongoing

There are many ways to be involved in your child's classroom. As activities come up during the school year, your Homeroom Mom will contact you.

Examples of opportunities include:

- ✓ Contributing to a class party/picnic
- ✓ Helping in the classroom (putting up bulletin boards, etc)**

**This opportunity qualifies towards family volunteer hours

Contact your Homeroom Mom

HOMEROOM MOM MINISTRY

Homeroom Mom Job Description:

- Support the school and assist the teacher in the organization of classroom activities and field trips (I Thessalonians 5:11)
- Support the teacher, faculty, administrations, and homeroom coordinators with prayer, encouragement, and cooperation (Hebrews 3:3)
- Uphold the LVCS policies and procedures (Ecclesiastes 8:6)
- Have a positive attitude toward the LVCS policies and procedures (Philippians 2:5)
- Have a positive attitude towards their position as a LVCS homeroom mom (Philippians 2:5)
- View their leadership position as a privilege and not an imposition (Romans 12:8)
- Attend homeroom mom meetings, so they can keep abreast of school-wide activities and be a liaison between parents and LVCS (Hebrews 10:25)
- Pray for their teacher, class, and LVCS (I Thessalonians 5:11)
- Be a team player and communicate in a kind, thoughtful manner with teachers, parents, co-homeroom moms, and others (Romans 15:5)

CLASS FIELD TRIPS

Ongoing

Parents are welcome and encouraged to chaperone class field trips. Opportunities vary by grade. In order to make the day manageable for the teacher as well as the students, chaperones may be asked to have a small group of children in addition to their own child, which they would be responsible for watching until the students arrive back at school.

Help is needed in the following areas:

- ✓ Driving students to/from field trips**
- ✓ Chaperoning students throughout the field trip

**This opportunity qualifies towards family volunteer hours

Contact your child's teacher

BOX TOPS FOR EDUCATION

Ongoing

Box Tops for Education pays our school \$0.10 for every Box Top and we submit. Each class holds a monthly drawing with the winner receiving a NUT Day coupon. The class with the most Box Tops each semester gets an ice cream party.

Help is needed in the following areas:

- ✓ Counting/trimming Box Tops at the beginning of each month**
- ✓ Packaging/mailing the Box Tops**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

LUNCH VOLUNTEER

Most school days

Lunch is now available every day from a local restaurant. Burger King (Mondays), Chef Buddy's (Tuesdays and Thursdays), Subway (Wednesdays), and Pizza (Fridays) are available each week. We need volunteers to pick-up/deliver on Mondays and Wednesdays. We will also need volunteers to serve lunch most days.

Help is needed in the following areas:

- ✓ Pick-up food and deliver to the school**
- ✓ Set up, serve lunches to all classes (11:00 a.m. – 1:00 p.m.), and clean up (wipe down tables)**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

BOO-HOO/WAHOO BREAKFAST

August 13, 2018

Join us as we mourn or cheer, whatever the case may be, the return of our children to school. This is a time for us to welcome everyone back and touch base with those that we haven't seen all summer.

Help is needed in the following areas:

- ✓ Planning the breakfast
- ✓ Donating food items
- ✓ Set up**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

SEPARATING WORKBOOKS

First week of school

If you are looking for the opportunity to catch up with other parents and help the teachers by separating workbooks, then this is the volunteer job for you! We are asking parents to help the teachers by separating and collating student workbooks. Come immediately after drop-off and have fun!

Help is needed in the following areas:

- ✓ Pick up books from the classroom**
- ✓ Cut book bindings**
- ✓ Separate/collate books and quizzes into folders**
- ✓ Return folders to classrooms**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

TAKE OUT DINNER

August 30, 2018

Our Parent Advisory Council will once again be conducting a Take Out Dinner fundraiser. The PAC is a vital part of our school and funds raised by this meal help to pay for fun activities for our students, as well as new equipment and other resources for our school.

Help is needed in the following areas:

- ✓ Cooking and packaging meals**
- ✓ Delivering meals (to businesses and at the school)**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

FALL FESTIVAL

October 11, 2018

Our Fall Festival this year will be on Thursday evening, October 11, 2018. We will need help to plan, set up, and run activities and events. Of course, we will also need parent help to clean up after all of the fun!

Help is needed in the following areas:

- ✓ Donations of food and other items**
- ✓ Set up of games, décor, and food stations**
- ✓ Manning of stations**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

THANKSGIVING FEAST

November 16, 2018

Lakeview will be inviting alumni of both Lakeview and Lake Placid Christian School to our Thanksgiving feast this year. The feast will be potluck, but we will need help with set-up, serving, and clean up. We are excited about the opportunity to give thanks and share a meal with everyone that has contributed to our schools' success.

Help is needed in the following areas:

- ✓ Decorating and set up**
- ✓ Serving and assistance during the feast**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

CHRISTMAS STORE

December 3 – 6, 2018

We will be offering students the opportunity to shop in our Christmas Store again this year. This allows them to shop for their parents, siblings, and other relatives (or pets). Students are always excited to be able to pick out their own gifts for their loved ones. This is also a learning experience as students learn to be involved in decision-making and budgeting!

Help is needed in the following areas:

- ✓ Organizing and setting up the store (Mon)**
- ✓ Staffing the shop (Tue – Wed)**
- ✓ Wrapping gifts (Tue – Wed)**
- ✓ Clean up (Thu – Fri)**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

CHRISTMAS CONCERT

December 18 & 20, 2018

Lakeview will have Christmas choral concerts for both elementary and middle school. Our students and teachers work hard and are excited to show everyone what they have learned. We need volunteers to help with set up and clean up, as well as other areas as needed.

Help is needed in the following areas:

- ✓ Set up**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

DINNER THEATER AND TALENT SHOW

Date to be determined

We hope to host our first annual Dinner Theater/Talent Show! Join us as the students show off their special talents and provide dinner entertainment.

Help is needed in the following areas:

- ✓ Set up and decoration**
- ✓ Cooking and serving dinner**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

LAKE PLACID COUNTRY FAIR

January 28 – 31, 2019

Students have the opportunity to enter their artwork into the Lake Placid Country Fair each year. Each piece of artwork must be matted before submission. Volunteers are needed to assist Mrs. Sullivan in this task. Our students love to see their artwork displayed and each year we have many winners!

Help is needed in the following areas:

- ✓ Mat artwork**
- ✓ Transport artwork to Lake Placid Elementary**
- ✓ Pick up artwork from LPE after the fair**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

GOLF TOURNAMENT

February 9, 2019

Lakeview will be hosting our 3rd Annual Golf Tournament Fundraiser this year. This will give us an opportunity to fundraise outside of our small circle of families. This has the potential to be a great fundraiser for our school, but will take many hands to make it work.

Help is needed in the following areas:

- ✓ Soliciting sponsors and golf teams**
- ✓ Soliciting items for door prizes and auction**
- ✓ Donations and preparation of food, water, and other items**
- ✓ Prepare and set up all aspects of tournament**
- ✓ Man stations, serve food, and help as needed**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

BOOK FAIR

Date to be determined

Lakeview will be hosting a book fair during the 2018-2019 school year. We will provide numerous selections for students and adults to purchase. The proceeds will go toward the continuing growth of the school library and towards our Accelerated Reader prizes and incentives.

Help is needed in the following areas:

- ✓ Organizing and setting up the fair**
- ✓ Assist the students and other customers with selections**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

T-SHIRT PAINTING AND FIELD DAY

March 4 and 8, 2019

Enjoy time with your children in the beauty of God's creation! Field day is held each year in the spring and the children look forward to this day of outdoor activities.

T-Shirt painting will happen the Monday before Field Day (on March 4th).

Help is needed in the following areas:

- ✓ Assisting students with t-shirt painting**
- ✓ Set-up**
- ✓ Time, score, and record keepers**
- ✓ Manning a game or station**
- ✓ Clean-up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

SPRING FLING

April 18, 2019

We will be hosting a Spring Fling for our students so that we can celebrate the end of Standardized Testing. We will have all sorts of festivities, food, and fun for our students!

Help is needed in the following areas:

- ✓ Donations of food and other items**
- ✓ Set up of games, décor, and food stations**
- ✓ Manning of stations**
- ✓ Clean up**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

SCHOOL MUSICAL

Spring 2019

Lakeview will be conducting a Spring Musical this year. Our students and teachers work hard and are excited to show everyone what they have learned. We need volunteers to help with set construction and decoration, as well as other areas as needed.

Help is needed in the following areas:

- ✓ Set design**
- ✓ Set construction**
- ✓ Clean up (the day after)**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

TEACHER APPRECIATION

May 6 – 10, 2019

Teacher Appreciation is a special week in May where we have the opportunity to show teachers what they mean to us. Teachers work hard all year and this is our opportunity to spoil them! Special themes and activities will be planned for each day of the week.

Help is needed in the following areas:

- ✓ Coordinating the week's activities**
- ✓ Preparing and sending in food
- ✓ Decorating rooms and/or other areas**
- ✓ Hosting the various activities**

**This opportunity qualifies towards family volunteer hours

Contact the School Office

VOLUNTEER BREAKFAST

May 2019

This is our chance to spoil YOU and show you what you mean to us. Join us for breakfast so that we can show our appreciation.

SELLING YEARBOOK ADS

Ongoing

Lakeview is in need of parents to solicit local business to purchase an ad in our yearbook. These ads allow us to keep the cost of the yearbooks down for our students.

Help is needed in the following areas:

- ✓ Solicit businesses to purchase advertising in our yearbook**
- ✓ Coordinate with Mrs. Lambert with regard to the number of ads needed**

**This opportunity qualifies towards family volunteer hours

Contact Mrs. Lambert @ (863) 465-0313

MARKETING AND ADVERTISING

Ongoing

Lakeview needs you to help our school grow! We need parents to help contact media (radio, newspaper, magazines, etc) with information on events taking place at our school. Volunteers are also needed to contact area businesses about displaying school literature for customers. We are also in need of donations to advertise our school on the radio, in magazines, newspapers, or other venues.

Please note that these activities must be coordinated through the school office to avoid duplication of business or media contacts.

Help is needed in the following areas:

- ✓ Contacting businesses to promote Lakeview by displaying literature**
- ✓ Informing media of Lakeview events or other exciting news**

**This opportunity qualifies towards family volunteer hours.

Contact the School Office

*Thank you for
all that you do
to make our
school
successful!!*