

Isaac Newton Christian Academy Presents

Volunteers In Partnership

The New **VIP** Program ♦♦♦ 2010-2011 School Year

As the volunteer arm of the school, Parent Teacher Fellowship (PTF) is dedicated to developing a culture of enthusiasm for service! Our desire is to connect families to volunteer opportunities that fit their passions and skill sets, leading to **meaningful volunteer opportunities** at the Academy. Each of you is a **VIP**!

Volunteers are **valuable partners** in the school's mission of providing Christlike character development and excellent academics. You are an important part of the team! Whether it is using your time and skills to help in the classroom or with special events, Isaac Newton Christian Academy needs a **vibrant volunteer army**. Volunteering is a wonderful way to **foster community** as we minister together on behalf of our children's education.

SALT (Serving And Laboring Together) has been a great program for organizing parents to serve at Isaac Newton. We have decided to expand and improve our volunteer program to better fit the needs of the school. **Some key changes:**

- To help avoid any confusion, we will no longer be using the "SALT" title to refer to our volunteer program. The name has been changed to the **VIP**.
- No tracking of hours. We will use a grace-based approach, and trust that all families will pitch in to help with volunteer needs. A good guideline? **We ask that each adult volunteer for a classroom need as well as an overall school project.**
- Teachers, with the help of their room parents, will coordinate the classroom volunteers. They will have their own sign-up lists for volunteer needs in their classrooms (field trip drivers, reading with children, etc.) at orientation and for the first few days of school.
- There are many special volunteer needs on this sign-up sheet. Please **read** it through, **select** one or more projects, and **send** the last page to school by **July 15th**. Please mark "Attn: PTF" on the envelope. If you prefer to fill this out online, go to www.incaonline.org and click on "Parent Information" to find the PTF link.
- **PTF will follow up** on each family that doesn't turn a form back into the school, to help you select a project that fits your skill set/schedule.
- According to your choices, you will be contacted by the person heading up your volunteer project. If you are not contacted, please do not be discouraged or offended. It may be that the need has already been met. However, circumstances during the school year change, so there is always potential to be contacted later to help in that area or in another area that you did not originally mark. If you have not been contacted and would like to then volunteer for something else, please don't hesitate to contact PTF.
- Most volunteer opportunities do not require PTF meeting attendance. However, you are always welcome! PTF meets the first Tuesday of the month at 6:30 p.m. in the teachers' lounge.

Newton's Pies will remain a completely separate entity. Each adult is expected to volunteer a minimum of four hours on this pie fundraiser, or pay an opt-out fee, as stipulated in your enrollment contract. The Newton's Pies committee recruits volunteers directly, not through PTF.

Thank you for all you do to make Isaac Newton Christian Academy a place that reflects the love and standards of our Lord, and provides a wonderful place for children to receive a Christian education. We are really excited to see how volunteerism moves forward under this program!

So glad to be a **VIP** with you at Isaac Newton Christian Academy,

Your PTF Steering Committee, ptf@incaonline.org

President	Susan Foster	393-0327	candsfoster@msn.com
Vice President	Liesa Greco	365-6623	lgreco6@msn.com
Secretary	Lily Stone	378-0993	clstone6@gmail.com
Treasurer	Christy Brandt	373-4258	4goodboys@gmail.com

Ecclesiastes 9:10a "Whatever your hand finds to do, do it with all your might."

Giving Tree

Grab an apple off of the “giving tree” (bulletin board of miscellaneous school needs) and provide needed items for the library or classroom!

Time of Year: August, in time for orientation night

Coordinator: Determine needs from teachers/staff with PTF Fundraising Chairperson, create bulletin board, receive/distribute purchased items

I would like to coordinate this project.

Orientation

Welcome back to Isaac Newton Christian Academy! This is an all-school event to prepare for going back to school.

Time of Year: Monday, August 16, 2010

Coordinator: Plan refreshments, help with facility readiness, communicate with PTF Hospitality Chairperson

I would like to coordinate this event.

New Family Picnic—New Event!!!

We're so glad our new families are here! This is an event to help new Isaac Newton families feel welcome and have a chance to ask questions.

Time of Year: Sunday, August 22, 2010

Coordinated by PTF Welcome Chairperson

I would like to help with this event.

Cleaning Event

Back-to-school deep cleaning event! As many volunteers as possible are needed to clean every nook and cranny of the school, inside and out!

Time of Year: Fall, one time

Coordinated by Building and Grounds Committee

I would like to help clean.

Grandparents' Day

Let's help our grandparents see what is happening in their grandchildren's school lives and remind them how important they are in the legacies they are passing on to them.

Time of Year: Friday, October 1, 2010

Coordinator: Plan refreshments and decorations/signs, communicate with PTF Hospitality Chairperson, organize through room parents

I would like to coordinate this event.

Teacher Conference Meals

Our teachers spend long hours at school during conferences, so they are provided supper on the first day of conferences and snack on the second day.

Time of Year: October 7 & 8, 2010 and/or March 3 & 4, 2011

Coordinator: Plan menu, contact people to donate food, set up and clean up, communicate with PTF Hospitality Chairperson

I would like to coordinate these meals: __October __March.

I would like to provide food or donate money: __October __March.

Volleyball Games

Go Isaac Newton Girls! Volunteers are needed in various areas.

Time of Year: September and October

I would like to run the score board.

I would like to keep the score book.

I would like to help plan the end-of-season banquet.

Soccer Games

Our co-ed soccer team needs volunteers to coordinate the end of season banquet.

I would like to help plan the end-of-season banquet.

Volleyball Concessions

Concessions add hospitality to the games, especially for the visiting team.

Time of Year: September and October

Coordinator: Determine necessary food purchases, sign up parent volunteers for each home event, communicate with PTF Booster Club Chairperson

I would like to coordinate this program.

Spirit Day

Let's encourage our athletes with special recognition for their dedication and hard work!

Time of Year: Fall—Volleyball, Soccer

Winter—Basketball, Cheerleaders

Spring—Track, 8th Grade Running Program

Coordinator: Prepare water bottles & cookies for recognition assemblies, prepare locker signs for student athletes, communicate with coaches, help plan assembly recognition for athletes, communicate with PTF Booster Club Chairperson

I would like to coordinate this event: ___Fall ___Winter ___Spring.

I would like to assist with this event: ___Fall ___Winter ___Spring.

Christmas Card Project

Our donors are blessings! We send Christmas cards to them each year.

Time of Year: Anytime in the fall and then held for mailing in mid-December

Coordinator: Secure student to design card, create embellishments and greeting, oversee volunteers who create the cards, and develop an enclosable gift such as a magnet or bookmark
Work with Development Office

I would like to coordinate this project.

I would like to assist with this project.

Bake Sale & Wreath Sales (New!!!)

An INCA tradition! Community members come back each year for baked goods.

This year, PTF will also partner with Prochaska Farms to sell Christmas wreaths.

Time of Year: Tuesday, November 2, 2010

Coordinator: Contact volunteers to work and to provide baked goods, advertise, communicate with PTF Fundraising Chairperson

I would like to coordinate this event.

I would like to work one or more bake sale/wreath sale shift(s).

I would like to provide baked goods.

Enrollment Open House

Invite new families to visit Isaac Newton and learn more about our school!

Time of Year: Thursday, January 13, 2011

Coordinator: Contact volunteers to provide baked goods, plan minor decorations, set up refreshments table, communicate with PTF Welcome Chairperson

I would like to coordinate this event.

I would like to provide baked goods.

I would like to host the refreshment table.

Basketball Games

Go Isaac Newton Girls and Boys! Volunteers are needed in various areas.

Time of Year: November through February

I would like to run the score board for the games: ___ boys ___ girls.

I would like to keep the score book for the games: ___ boys ___ girls.

I would like to help plan the end-of-season banquet.

Basketball Concessions

Concessions add hospitality to the games, especially for the visiting team.

Time of Year: December through February

Coordinator: Determine necessary food purchases, sign up parent volunteers for each home event, communicate with PTF Booster Club Chairperson

I would like to coordinate this program: ___ boys ___ girls.

Winter Carnival

This is a great time to come to school and have fun while raising funds for teacher and classroom needs!

Invite new families, too! Food, Games and Silent Auction!

Time of Year: Friday, March 11, 2011

Kitchen Coordinator: Determine menu, purchase food, contact volunteers to work, supervise during carnival, communicate with PTF Fundraising Chairperson

I would like to coordinate the kitchen for this event.

I would like to work in the kitchen or at a food booth.

Games Coordinator: Determine games and prizes, prepare games, order prizes, communicate with PTF Fundraising Chairperson

I would like to coordinate the games for this event.

The room parent of your oldest child will contact you to work a game if you are not helping elsewhere for the carnival. Thanks!

Maze and Jail Coordinator: Arrange for construction of maze, set up jail, communicate with 8th grade teachers {Profits go toward 8th grade trip, so 8th grade parent recommended }

I would like to coordinate this for the 8th grade.

I would like to help set up or clean up.

Silent Auction: Contact businesses/individuals for auction donations

Coordinated by Silent Auction Chairperson

I would like to help make contacts for donations.

SWAT (Serve and Walk-A-Thon)

Let's serve our community! This fundraising event involves community service opportunities and a walk-a-thon while raising necessary funds for the school.

Time of Year: Sometime during second half of school year (depending on when the banquet is)

Works with Development Office

Coordinator: Manage overall event with the SWAT committee

I would like to serve as coordinator for this event.

I would like to assist with the service projects (contact potential service project sites, develop the task/supply lists for each site, develop service teams with teacher input).

I would like to assist with the prizes, promotions or packets (help decide what prizes are given, coordinate t-shirt orders, identify prize winners, create and assemble the solicitation packets, produce in-house communications).

I would like to coordinate tracking of the donations (enter gifts into database, coordinate with bookkeeper).

I would like to coordinate the thank you letter process with students/teachers.

I would like to coordinate the walk-a-thon (coordinate the time of walk-a-thon with teachers, recruit volunteers to supervise, plan walking route).

Annual Banquet

Let's celebrate Christian education! This annual fundraising event raises significant funds.

Time of Year: Thursday, April 7, 2011

Coordinated by the Development Office/Board

The subcommittees work on physical arrangements (dinner menu, tables, décor, centerpieces, music, etc.).

Calling committee follows up on RSVPs not received. The sponsor committee contacts former banquet sponsors, solicits new sponsors, writes follow-up thank you notes. The program pamphlet manager gathers information for the program and coordinates the design, printing, assembling. Work with office staff.

_____ *I would like to work on the physical arrangements committee.*

_____ *I would like to work on the calling committee.*

_____ *I would like to work on the sponsor committee.*

_____ *I would like to coordinate the printed program.*

Staff Appreciation Breakfast

On Administrative Professional's Day, let's thank our non-teaching staff!

Time of Year: Wednesday, April 27, 2011

Coordinator: Plan and deliver breakfast, communicate with PTF Hospitality Chairperson

_____ *I would like to coordinate this event.*

Teacher/Staff Appreciation Luncheon

On Teacher Appreciation Day, let's provide a fancy, duty-free lunch for all staff to enjoy!

Time of Year: Tuesday, May 3, 2011

Coordinator: Plan appreciation luncheon, communicate with Hospitality Chairperson

_____ *I would like to coordinate this event.*

The room parent of your oldest child may also contact you to help with lunchroom/playground supervision or make a dessert. Thanks!

Garden Sale

Isaac Newton Blooms! This is a fundraiser with Prochaska Farms selling garden items.

Time of Year: May, just before Mother's Day

Coordinated by Garden Sale Director

_____ *I would like to assist the director with advertising.*

_____ *I would like to assist the director with data collection.*

_____ *I would like to work the garden sale on pick-up day.*

Label Collection

Labels lead to wonderful funds/items! Various labels need managed to benefit the school.

Time of Year: Yearlong

Coordinator: Collect labels, communicate with PTF Fundraising Chairperson

_____ *I would like to coordinate for Box Top for Education labels.*

_____ *I would like to coordinate for Campbell's labels.*

_____ *I would like to coordinate for Tyson labels.*

Prayer

Prayer is vital to the success of Isaac Newton Christian Academy!

Time of Year: Yearlong or Seasonal

_____ *I would like to participate in Moms in Touch and pray with this group weekly.*

_____ *Watch Newton's News and the website for meeting day and time.*

_____ *I would like to lead Prayer Days 2-3 times during the year for all parents.*

_____ *I would like to lead Prayer Warriors to pray over classrooms and lockers.*

_____ *I would like to be a Prayer Warrior or know someone who would (like a grandparent).*

_____ *I would like to email prayer requests of staff, PTF, Moms in Touch, etc., to parents/staff.*

_____ *I would like to lead a Bible study or prayer group for students.*

Office Help

If you like to work in an office setting, come help with various needs in the main office!

Time of Year: Yearlong, as needed basis

I would like to stuff white envelopes when needed.

I would like to help with miscellaneous needs as they arise during the year.

Library Help

Are you passionate about our children's exposure to literature? Come help in the library!

Time of Year: Yearlong, as needed basis

I would like to help supervise students and help with book check-out during library period.

I would like to put plastic covers on paperbacks. This can be done at home.

I would like to read new books to evaluate their appropriateness for the library.

I would like to help with inventory during the last few weeks of the school year.

Photography - New Project!!!

Are you a "Joe Photo"? You could have fun with this!

Help with ongoing photography needs to be used in yearbook, Facebook, website, publicity, news releases.

We want to develop a pool of photographers who can take high quality photos at various school events, and download them to the school system. We can try to match you to events you plan to attend.

Time of Year: Yearlong

Coordinator: Collects the photography requests from the Development Office, looks online to see what events are coming up, emails committee members with needs and finalizes assignments

I would like to be the photography coordinator.

I would like to serve as a photographer.

Facebook - New Project!!!

Are you a Facebooker? This is a great communications vehicle with alumni families and donors.

Time of Year: Yearlong

Coordinator: Updates the page on a regular basis. Posts photos, news, events, and checks for appropriate postings by outsiders. Works with Development Office.

I would like to serve as the Facebook coordinator.

Online Opportunities Committee - New Project!!!

Do you like to look for online ways to fundraise? Help us find and promote these opportunities!

Time of Year: Yearlong or Seasonal

Committee members: The Development Office is looking for people to be part of a committee that will take funding needs for the school and match them to online programs that fund ideas from online voting. Two examples are the U.S. Cellular "vote for your favorite school" annual program (10 schools receiving the most votes receive \$100,000 each), and the Pepsi Refresh program (which funds school projects each month based on how many votes the idea receives). The idea is to get people to vote for the projects and find ways to make it easy for them to vote online. We need people who know computers, social networking, love to strategize, can develop a list of companies that run these programs, and have a vision for creative ways to get votes!

Coordinated by the Development Office

I would like to help on this committee and have computer networking skills.

I would like to help on this committee.

Room Parent

Work alongside your student's teacher to help make the year run smoothly for the class!

Time of Year: Yearlong

Committee members: Room parents bridge the gap between PTF and teachers. Room parents help plan parties, field trips, teacher assistance in projects, etc. They also help out with various PTF events throughout the year by contacting parents from their homeroom.

I would like to be a room parent for _____ grade _____ teacher.

Miscellaneous

I would like to help out wherever/whenever there is a need. (I can always decline if necessary.)

Please turn in just this page to the school. Keep the booklet as your resource.

Oldest Student at Isaac Newton _____ Grade _____
Other Student(s) at Isaac Newton _____ Grade _____
_____ Grade _____
_____ Grade _____

Mom _____
Phone _____ Email _____

Dad _____
Phone _____ Email _____

Mom Dad

Giving Tree

_____ I would like to coordinate this project.

Orientation

_____ I would like to coordinate this event.

New Family Picnic—New Event!!!

_____ I would like to help with this event.

Cleaning Event

_____ I would like to help clean.

Grandparents' Day

_____ I would like to coordinate this event.

Teacher Conference Meals

_____ I would like to coordinate these meals: ___October ___March.

_____ I would like to provide food or donate money: ___October ___March.

Volleyball Games

_____ I would like to run the score board.

_____ I would like to keep the score book.

_____ I would like to help plan the end-of-season banquet.

Soccer Games

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Volleyball Concessions

_____ I would like to coordinate this program.

Spirit Day

_____ I would like to coordinate this event: ___Fall ___Winter ___Spring.

_____ I would like to assist with this event.

Christmas Card Project

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Enrollment Open House

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Kitchen:

_____ I would like to coordinate the kitchen for this event.

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Games:

_____ I would like to coordinate the games for this event.

Maze and Jail:

_____ I would like to coordinate this for the 8th grade.

Mom **Dad**

_____ _____ *I would like to help set up or clean up.*

Silent Auction:

_____ _____ *I would like to help make contacts for donations.*

SWAT (Serve and Walk-A-Thon)

_____ _____ *I would like to serve as coordinator for this event.*

_____ _____ *I would like to assist with the service projects.*

_____ _____ *I would like to assist with prizes, promotions or packets.*

_____ _____ *I would like to coordinate tracking of the donations.*

_____ _____ *I would like to coordinate the thank you letter process with students/teachers.*

_____ _____ *I would like to coordinate the walk-a-thon.*

Annual Banquet

_____ _____ *I would like to work on the physical arrangements committee.*

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_____ _____ *I would like to work on the sponsor committee.*

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_____ _____ *I would like to coordinate this event.*

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_____ _____ *I would like to assist the director with data collection.*

_____ _____ *I would like to work the garden sale on pick-up day.*

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_____ _____ *I would like to coordinate Campbell's labels.*

_____ _____ *I would like to coordinate Tyson labels.*

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_____ _____ *I would like to be the photography coordinator.*

_____ _____ *I would like to serve as a photographer.*

Facebook - New Project!!!

_____ _____ *I would like to serve as the Facebook coordinator.*

Online Opportunities Committee - New Project!!!

_____ _____ *I would like to help on this committee and have computer networking skills.*

_____ _____ *I would like to help on this committee.*

Room Parent

_____ _____ *I would like to be the room parent for _____ grade _____ teacher.*

Miscellaneous

_____ _____ *I would like to help out wherever/whenever there is a need. (I can always decline if necessary.)*

What is your previous or current profession? Please list any special skills or interests.
