

COVENANT DAY SCHOOL
PARENTS ASSOCIATION
VOLUNTEER HANDBOOK
2011-2012

Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us. Romans 12: 4-6

CDS MISSION STATEMENT

THE MISSION OF COVENANT DAY SCHOOL IS TO ASSIST THE CHRISTIAN FAMILY BY PROVIDING AN EDUCATION MARKED BY A BIBLICAL WORLD VIEW, ACADEMIC EXCELLENCE, AND AFFORDABILITY SO THAT STUDENTS ARE EQUIPPED TO BE SALT AND LIGHT FOR GOD'S GLORY.

Covenant Day School
800 Fullwood Lane
Matthews, NC 28105
704-847-2385
704-708-6137 (fax)
www.covenantday.org

Dear Covenant Day Parents,

Thank you for your interest in volunteering at Covenant Day School. One of Covenant Day's greatest assets is our parental involvement throughout the year. There are many ways to participate with your time, talent, prayer, and emotional support.

Please read through the following Volunteer Handbook and discover all the opportunities available (please don't limit yourself to just one). There are seven main categories: School Support, Special Events Support, Family Support, PA Support, Volunteers, High School Support, and Miscellaneous. There is a contact person and email address for every event. Feel free to contact them with any questions you may have.

Please study and pray over the volunteer opportunities available. **All CDS parents are vital members of the Parents Association.** We treasure each of you and the time you are willing to contribute to make our school more successful.

To make volunteering more convenient, you may go to the link below and sign up on the Sign Up Genius site that the Parents Association has set up. This site contains most of the areas you will find in the Volunteer Handbook. **For those that are not included, please contact the person listed under each area through email.**

CLICK [HERE](#) TO TAKE YOU DIRECTLY TO SIGN UP GENIUS VOLUNTEER WEBSITE.

Sincerely,

Covenant Day School Parents Association

SCHOOL SUPPORT

Friends of the Library
Moms in Touch
Room Mothers
Middle School Exam Week Snacks
Duolos Service Day
Consignement Sale

SPECIAL EVENTS SUPPORT

Teacher Back-to-School Luncheon
Admissions Open House
Teacher Christmas Luncheon
Community Heroes Brunch
Father/Daughter Dance
Mother/Son Event

FAMILY SUPPORT

Ambassador Program
Kindergarten Hot Dog Blast
Head of School New Parent Breakfast
Grandfriends' Day
Book Fair
Homecoming Festival
Fiesta Night

PA SUPPORT

Back-to-School Supplies
Honey Baked Hams Sale
Casserole Sale/Bake Sale
Labels/Box Tops

VOLUNTEERS

Middle School Social
Hospitality
Office Support

HIGH SCHOOL SUPPORT

College Guidance Night
High School Exam Week Breakfast
Graduation

MISCELLANEOUS

Booster Club
Chess Club
CDS Lunch Program
Covenant Arts Support Team "CAST"
Kingdom Character
Missions Week

FRIENDS OF THE LIBRARY

Purpose/Description:

To support the media specialists, to encourage reading and writing, and to assist in building library resources

Volunteer Opportunities:

Chairperson/Co-Chairperson

Assist in Media Center – shelving, adopt a shelf, book repair, checkout, etc.

Promote Triple Crown Reading Program - 1st through 8th grade

Record donations for Birthday Books

Special Events:

- Meet the Librarian
- Readers are Leaders Day
- Author or Reading Promotion event
- Co-coordinator and Judges for Middle School Writing Contest
- Summer Reading Books

For additional information:

Patti Raplee, K-8 Library Media Instructor

praplee@covenantday.org

“Your word is a lamp to my feet and a light for my path.”

Psalm 119:105

MOMS IN TOUCH

Purpose/Description:

Moms in Touch at CDS is a prayer ministry for moms to come together to pray for our children, the families, and the administration, faculty, staff of CDS. We meet weekly starting in September continuing through early May. Guidelines from the Moms In Touch International ministry are used to lead us through 4 steps of prayer: praise, confession, thanksgiving, and intercession. Leaders guide the one hour time commitment allowing all to pray short sentence prayers as each feels led.

Volunteer Opportunities:

CDS Moms to pray together for one hour a week.

Leaders who have participated in a Moms In Touch prayer group previously

For additional information:

Mary Roberts

maryhroberts@gmail.com

“Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving present your requests to God.”

Philippians 4:6

ROOM MOTHERS

Purpose/Description:

To assist in meeting some of the ongoing, supplemental needs in the CDS classrooms. Room Mothers are recruited in May for the following school year

Volunteer Opportunities:

Room Mothers – To support the teacher in different ways as needed throughout the year such as:

- Make copies
- Work on bulletin boards
- Recruit parents for special functions
- Communicate with parents in the class as need arises
- Attend three meetings plus Back-to-School Night
- Provide volunteer information for monthly calendar
- Recruit three assistants
- Assist with Teacher Terrific Tuesdays
- Coordinate Fellowship Tea

Assistant Room Mothers – each assistant recruits volunteers with a sign-up sheet at Back-To-School Night

- Field Trip Assistant – Coordinate/arrange field trip drivers
- Party Assistant – Coordinate/arrange volunteers for classroom parties
- Lunch Recess Assistant – Coordinate/arrange the volunteer schedule for lunch recess 1 day/week

For additional information:

Laura McCarthy

laurammac@windstream.net

“As a mother comforts her child, so will I comfort you...”

Isaiah 66:13

MIDDLE SCHOOL **EXAM WEEK SNACKS**

Purpose/Description:

To bless CDS middle school students by serving morning snacks that have been preordered during exam weeks

Volunteer Opportunities:

- Chairperson/Co-Chairperson
- Food – volunteers will serve preordered foods

For additional information:

Janie Biggerstaff

Janie@biggerstaff.us

“For the Lord gives wisdom...” Proverbs 2:16

DOULOS SERVICE DAY

Purpose/Description:

Two times each year, middle school students give back to our community and to those less fortunate through service days. This may include lacing and packing shoes for Samaritan's Feet, cleaning up area parks or playing with children who need some extra attention.

Volunteer Opportunities:

Chairperson/Co-Chairperson
Chaperones/Drivers
Providing or serving food for CDS students

For additional information:

Janie Biggerstaff

Janie@biggerstaff.us

“I have set you an example that you should do as I have done for you”
John 13:15

CONSIGNMENT SALE

Purpose/Description:

To offer CDS families an opportunity to buy and sell gently worn CDS uniforms and accessories

Volunteer Opportunities:

Chairperson/Co-Chairperson
Set-up and Clean-up – assist with setting up and cleaning up for Consignment Sale
Publicity – publicize the Consignment Sale through various avenues

For additional information:

Janie Biggerstaff

Janie@biggerstaff.us

“She is clothed with strength and dignity...”

Proverbs 31:25

TEACHER BACK TO SCHOOL LUNCHEON

Purpose/Description:

A “Welcome Back” for teachers, old and new, to kick off the school year

Volunteer Opportunities:

- Chairperson/Co-chairperson
- Servers for food
- Provide food for luncheon
- Decorations
- Clean Up

For additional information:

Elana Shannon **elanashan@yahoo.com**

“They are new every morning; Great is your faithfulness.” Lamentations 3:23

ADMISSIONS OPEN HOUSE

Purpose/Description:

The open houses showcase Covenant Day School to the community and offers a morning for prospective parents to come and learn about the mission of our school while school is in session

Volunteer Opportunities:

- Chairperson/Co-Chairperson
- Greeters – spend a few hours welcoming parents
- Decorations – transform the middle school fireplace room, dock and lobby into an inviting reception area with flowers, balloons and more.
- Clean-up – about 1 hour

For additional information:

Jennifer Billiard **jbilliard@gmail.com**

“Rejoice in the Lord always. I will say it again: Rejoice!” Philippians 4:4

TEACHER CHRISTMAS LUNCHEON

Purpose/Description:

An informal Christmas celebration for teachers and staff to enjoy food and fellowship

Volunteer Opportunities:

Chairperson/Co-Chairperson

Food – volunteers will prepare food according to chosen menu

Decorations and Set-up – volunteers will assist with setting up and decorating tables according to chosen theme

Hostesses will attend luncheon, serve food and drinks, and assist with clean-up

For additional information:

Jeanne Kepper

jkepper@earthlink.com

“And over all these virtues put on love, which binds them all together in perfect unity.”

Colossians 3:14

COMMUNITY HEROES BRUNCH

Purpose/Description:

To support community service workers by providing a reception in conjunction with the school-wide community service chapel

Volunteer Opportunities:

Chairperson/Co-Chairperson

Decorations and Set-up – volunteers will assist with setting up and decorating tables

Hostesses – volunteers will attend brunch, serve food and drinks and assist with clean-up

For additional information:

Lisa Marie Ferguson

limaferguson@yahoo.com

“May the Lord direct your hearts into God’s love and Christ’s perseverance.” 2 Thessalonians 3:5

FATHER/DAUGHTER DANCE

Purpose/Description:

A sweet time for fathers and their little girls to have a date all to themselves

Volunteer Opportunities:

Chairperson/Co-Chairperson
Decorations-Help to decorate and set up the dance
Clean up
Food Preparation-cupcakes and punch

For additional information:

Elana Shannon **elanashannon@yahoo.com**

“I will be a Father to you, and you will be my sons and daughters, says the Lord Almighty.”
2 Corinthians 6:18

MOTHER/SON EVENT

Purpose/Description:

Time for lower school mothers and their sons to bond in an activity yet to be decided

Volunteer Opportunities:

Chairperson/Co-Chairperson
Decorations
Clean Up
Food Preparation

For additional information:

Elana Shannon **elanashannon@yahoo.com**

“..Her children rise up and bless her.” Proverbs 31:28

CDS AMBASSADOR PROGRAM

Purpose/Description:

To welcome new families to Covenant Day School by providing information, support and fellowship

Volunteer Opportunities:

Ambassadors: Volunteer to make a phone call to a new CDS family during the summer. Welcome them and help answer any questions they may have. Follow-up with the new family periodically during the year. We need 40 current CDS families to volunteer to be matched with a new CDS family, especially families with rising kindergarten, 6th grade, and 9th grade students. A sign-up form will come home with your child in April. As an ambassador, you will also have the opportunity to attend a small grade level gathering with your new family to help them make new friends.

For additional information:

Jennifer Billiard **jbilliard@gmail.com**

“And whoever welcomes a little child like this in my name welcomes me.”

Matthew 18:5

KINDERGARTEN HOT DOG BLAST

Purpose/Description:

The purpose of this event is to welcome Kindergarten families to Covenant Day School. This event is held the week before school starts for all Kindergarten families and their teachers.

Volunteer Opportunities:

- Chairperson/Co-Chairperson
- Decorations – volunteers will assist in decorating for the event
- Food – volunteers will help plan and purchase food
- Publicity – volunteers will help develop, print and mail invitations

For additional information:

Lisa Marie Ferguson **limaferguson@yahoo.com**

“Offer hospitality to one another.”

1 Peter 4:9a

HEAD OF SCHOOL NEW PARENT BREAKFAST

Purpose/Description:

A breakfast with Dr. Marni Halvorson, head of school, for the new families attending Covenant Day School to explain the various volunteer opportunities available and the different areas where they can become involved.

Volunteer Opportunities:

Serving and greeting new families
Decorating tables and room set up

For additional information:

Mike Mara **mmara@covenantday.org**

“Therefore if you have been raised up with Christ, keep seeking things above...” Colossians 3:1

GRANDFRIENDS' DAY

Purpose/Description:

Grandfriends' Day is a time for the lower school students' grandparents and special friends to visit with them at CDS. The grandparents and friends are offered a light breakfast followed by a performance by the lower school students.

Volunteer Opportunities:

Chairperson/Co-Chairperson
Set-up/Clean-up
Decorations
Call hospitality list and ask volunteers to bring food
Wait for the food delivery in the lunch room
Put the food trays together
Make coffee and set-up beverages
Serve and refill trays the morning of Grandparents' Day

For additional information:

Leah Collins **leahrcollins@gmail.com**

“Lord, you have been our dwelling place throughout all generations.” Psalm 90:1

MIDDLE SCHOOL SOCIALS

Purpose/Description:

To provide opportunities throughout the year for CDS middle school students to socialize and become better acquainted

Volunteer Opportunities:

Chairperson/Co-Chairperson
Event Planning – determine events, locations and dates for Socials
Decorations – decorate for socials according to chosen theme
Set-up and Clean-up – assist with setting up and cleaning up for socials
Food – determine menus/refreshments and provide food for socials
Publicity – publicize the events through various avenues
Chaperones for the night of the event

For additional information:

Marianne Keaton **keaton_family@yahoo.com**

“I have learned to be content whatever the circumstances.”

Philippians 4:11b

BOOK FAIR

Purpose/Description:

To offer quality books to CDS families, encourage reading, and raise funds to purchase books for the libraries

Volunteer Opportunities:

Coordinator/Co-Coordinator-assist Librarian in general coordination needs
Volunteer Coordinator-schedule volunteers to serve during hours of operation
Hospitality Committee-arrange for volunteers to provide snack foods for Teacher Preview Day as well as snack and lunch foods for Book Fair volunteers throughout the week
Publicity-inform CDS families as well as local newspapers and radio stations of the Book Fair theme, dates and times
Family Night Coordinator-arrange Family Night events to coordinate with Book Fair, including procurement of prizes
Set-up/Take Down Coordinator-supervise volunteers during Book Fair set-up and take down

For additional information:

Patti Raplee **praplee@covenantday.org**

“Do not let this Book of the Law depart from your mouth; meditate on it day and night, so that you may be careful to do everything written in it.” Joshua 1:8a

CASSEROLE SALE/BAKE SALE
Fall/Spring

Purpose/Description:

To organize and sell parent-made casseroles to generate funds for the Parents Association

Volunteer Opportunities:

Chairperson/Co-Chairperson
Event flyer – at least 2 flyers need to be distributed
Make casseroles
Make reminder/instructional phone calls to all volunteer cooks
Collect casseroles (2 hours) the day before the sale and store in refrigerator on campus
Sell casseroles (2 hours) on the day of the sale

For additional information:

Jeanne Kepper **jkepper@earthlink.com**

“Day by day continuing with one mind in the temple, and breaking bread from house to house, they were taking their meals together with gladness and sincerity of heart.” Acts 2:46

LABELS FOR EDUCATION
BOXTOPS FOR EDUCATION
HARRIS TEETER’S TOGETHER IN EDUCATION

Purpose/Description:

The purpose of this program is to raise funds through grocery purchases. Harris Teeter will donate 2% of sales if your VIC card is linked to CDS (#1805). These funds go to sports equipment, audio/video/computer equipment, and teacher support materials for all of CDS.

Volunteer Opportunities:

Chairperson/Co-Chairperson
Grade –level volunteers to collect box tops throughout the school year and participate in the end of year bundling

For additional information:

Carol Bulla Smith **bulla1bulla@hotmail.com**

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” Galatians 5:22

HOSPITALITY - VARIOUS EVENTS

Purpose/Description:

To provide food and hospitality assistance (greeters, hostesses, etc.) throughout the year for different school functions

Volunteer Opportunities:

Chairperson/Co-Chairperson

Volunteers will be called as needed to provide specific food items for various CDS events including:

- Teacher Back-To-School Luncheon
- Admissions Open House
- Book Fair Hospitality
- Teacher Christmas Tea
- Super Science Day
- Grandfriends' Day
- School Socials
- Special Events

For additional information:

Marianne Keaton **keaton_family@yahoo.com**

“Share with God’s people who are in need. Practice hospitality.”

Romans 12:13

OFFICE SUPPORT

Purpose/Description:

To assist CDS office staff occasionally with various clerical needs

Volunteer Opportunities:

- Photocopying
- Answering phones
- Assisting with student sign-in and sign-out
- Placing information in teacher boxes
- Assist with mailings throughout the year

For additional information:

Marianne Keaton **keaton_family@yahoo.com**

“For nothing is impossible with God.”

Luke 1:37

COLLEGE GUIDANCE NIGHT

Purpose/Description:

Forums to present high school students and parents information pertinent to the college search and application process

Volunteer Opportunities:

Food – volunteers will prepare, set up and serve food

For additional information:

Mary Ruth Faulkner **maryruthf@bellsouth.net**

“Show me your ways, O Lord, teach me your paths; guide me in your truth and teach me.”
Psalm 25:4-5

HIGH SCHOOL EXAM WEEK SNACKS

Purpose/Description:

To bless CDS high school students by supplying morning snacks during exam weeks

Volunteer Opportunities:

Chairperson/Co-Chairperson
Food – volunteers will provide packaged foods
Hostesses - volunteers will attend, serve food and drinks and assist with clean-up

For additional information:

Mary Ruth Faulkner **maryruthf@bellsouth.net**

“For the Lord gives wisdom...” Proverbs 2:16

GRADUATION

Purpose/Description:

To provide hospitality assistance and food for the following High School Graduation functions:

Baccalaureate
Senior Luncheon
Graduation
Graduation Reception

Volunteer Opportunities:

Coordinator/Co-Coordinator- assist High School Administrative Assistant in general coordination needs
Volunteer Coordinator-schedule volunteers to serve 1-2 hours daily 2 weeks prior to Graduation
Hospitality-arrange for volunteers to provide or pick up items for the Graduation functions
Set-up/Clean up-assist with setting up and cleaning up after events

For additional information:

Mary Ruth Faulkner **maryruthf@bellsouth.net**

"The Lord is my shepherd, I shall not be in want" Psalm 23:1

ATHLETIC BOOSTER CLUB

Purpose/Description:

To support Covenant Day School athletic programs

Volunteer Opportunities:

Member Recruiting
Sweatshirt Sales
Concession Stand Volunteers

For additional information:

John Stewart **jstewart27@carolina.rr.com**

"Let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus..."
Hebrews 12:1-2

CHESS CLUB

Purpose/Description:

To enable lower school and middle school students to learn techniques and strategies in the game of chess and participate in chess matches

Volunteer Opportunities:

Coordinator
Coaches and assistant coaches
Parent helpers during meetings

For additional information:

Lori Anderson **lorianderson825@gmail.com**

“Love the Lord your God with all your heart and with all your soul and with all your mind.”
Matthew 22:37

CDS LUNCH PROGRAM

Purpose/Description:

To provide pre-ordered catered lunches five days per week that are wholesome and varied for students and faculty

Volunteer Opportunities:

Assist in distributing catered, pre-packaged lunches to students
Volunteer once or twice a month for one 2 1/2 hour time frame
Re-shelve and re-stock lunch supplies for the next lunch day

For additional information:

Dottie Bedell, CDS Lunch Director **dbedell@covenantday.org**

“May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ.”
Romans 15:5-6

COVENANT ARTS SUPPORT TEAM
“CAST”

Purpose/Description: CAST provides support to Fine Arts teachers, mobilizing parents and students to assist in the excellent production of Fine Arts events. All CDS parents are members of CAST!

Volunteer Opportunities:

- **Fine Arts Grade Moms** to provide email communication to Lower School parents on behalf of Fine Arts teachers and their special events.
- **Production Volunteer workers** for Musical and Theater productions to construct, paint and decorate sets; provide choreography, accompanist, and musician services; create tickets and playbills; run sound and lighting; coordinate ticket sales, ushering, and intermission refreshments.
- **Special Events workers** to assist with the Lower School choir, Band fundraisers, the Pineville Fall Art Fest, Middle School and High School concerts, the Lower School Christmas program, the 5th Grade Musical, and Celebration of the Arts.

For additional information, please contact co-presidents Stacy Snapper ssnapper@covenantday.org or Rob Chase Rob.Chase@pb.com.

KINGDOM CHARACTER

Purpose/Description:

To support Covenant Day School’s school- wide chapel program and teach the Lord’s character traits

Volunteer Opportunities:

Chairperson/Co-Chairperson
Acting and stage set-up crews

For additional information:

Lynda Snider snider88@carolina.rr.com
Karen Troutman kmtroutman@hotmail.com

“But You, O Lord, are a God merciful and gracious, slow to anger and abundant in lovingkindness and truth.” Psalm 86:15

MISSIONS WEEK

Purpose/Description:

To teach our students about the Unreached People Groups around the world (Tribals, Hindus, Unreligious (Chinese), Muslim, Buddhists) by learning about their cultures, lifestyles, etc. and the need to know Jesus

Volunteer Opportunities:

2 Coordinators per grade level

For additional information:

Nancy Stout **nancystout@carolina.rr.com**
Karen Troutman **kmtroutman@hotmail.com**

“Go therefore and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit.”
Matthew 28:19