

## Verity Academy East Bay Volunteer Service Opportunities 2020-21

Please read this section prayerfully, with family discussion, and decide how your family would like to share their talents, gifts, interests, and abilities with other families in the Academy. In addition to moms, we encourage dads and older students to volunteer as well. Your family's contribution and commitment are critical for fulfilling our mission and vision. Please select areas where your family is willing to serve.

- For **Returning Members**, your service should total **8+ credits** for this school year.
- For **New Members**, your service should total **4+ credits** for this school year.
- For **Junior Partner Members**, your service should total **2+ credits** for this school year.

For questions regarding any of these volunteer opportunities, or coordinating an event or class please contact our Volunteer & Event Coordinator, **Janene Serpa**. You may contact Janene at (408) 781-0080 or [volunteers@verityacademyeb.org](mailto:volunteers@verityacademyeb.org).

If signing up for an Event or Class, you will need to fill out an Event or Class Proposal form when it is sent to you with your Volunteer Commitment Confirmation this summer. **Failure to have the details emailed back to the Event or Class Coordinator within two weeks may result in access to the website being suspended.**

Below is a Summary Page containing a one-page list with all of the volunteer positions available. **Please be sure to read the description before signing up for that position. If there is a line through the item that means the job has been filled.**

# Volunteer Service Opportunity Summary Page

8.

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- ~~Back to School Picnic Game Coordinator~~
- Lost Worlds Event
- Bowling Event
- Ice Skating Event
- Rock & Jump Event

- Outdoor Activities Coordinator  
**(2 needed)**

## 5. [Parent Events](#)

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- Curriculum/Open House Night
- Dad's Fellowship Paintball Event
- Father-Son Event
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- Tea Party Shopper & Decorator
- Tea Party Craft & Activity Planner

## 6. [Field Trips \(6 Needed\)](#)

- ~~Car Museum~~
- ~~Ice Cream Museum in SF~~
- ~~Discovery Museum~~
- Tilden Park
- Ardenwood Farms
- Sausalito Children's Museum
- Other

## 7. [Craft Classes](#)

- ~~Fall~~
- ~~Christmas~~
- ~~Valentine's Day~~
- Spring/Easter

## [Classes, Co-ops, Groups, Clubs](#)

- On-Going Classes
- One-time Class
- Guest Teacher
- Co-Op Coordinator
- High School Girls Fellowship "Club" Coordinator
- High School Guys Fellowship "Club" Coordinator
- High School Co-Ed Fellowship "Club" Coordinator
- Jr. High School Girls fellowship "Club" (God's Girls") Coordinator
- Jr. High School Boys Fellowship "Club" (GFF) Coordinator

## 8. [End of the Year Family Celebration & Graduation](#)

- DVD/ Slideshow Producer
- Clean-up Crew  
**(2 needed)**

# Programs

## Restaurant Fundraising:

Yearly Volunteering Credit – 8

- Contact and organize 6 local, casual restaurants willing to offer a fundraising day, preferably on a Wednesday during lunch and dinner. All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator. Send out reminders through the Announcement forum on the Verity website. Make sure pictures for the yearbook are being taken and uploaded to TreeRing by the date set from the Yearbook Coordinator.

## Community Service Coordinator:

Yearly Volunteering Credit – 8

- Plan and organize 4 community service projects and/or events for the Academy students to be a part of. All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator. Send out reminders through the Announcement forum on the Verity website. Make sure pictures for the yearbook are being taken and uploaded to TreeRing by the date set from the Yearbook Coordinator.

Some ideas are:

- Kids Against Hunger
- Nursing Home Visit
- Night to Shine
- Operation Christmas Child
- Homeless Care Packing Event

## School Photographer:

Yearly Volunteering Credit – 8

- Plan 1-2 days in September to take school pictures of Verity Academy students. You will be responsible for all communication and sign-ups. Send touched-up photos to Academy parents in a timely manner. All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for coordinating a day and location to take pictures in March of our 8th grade and senior graduating students individually and in a group. You may need to do this on 2 separate days. You will be responsible for sending 1-2 individual touched-up photos to parents and upload to TreeRing for the yearbook. You will be working with the Tech Committee while planning this event.

## Theater Performance Coordinators:

Yearly Volunteering Credit- 8

- Select 1-2 events from the StarStruck Theatre Youth Performing Arts in Fremont. Plan on coordinating seats for our group for the events that you choose (with approval from the Board), making payment to the theater, and submitting details to the Event Coordinator for the website announcement. You must attend the plays with the other Academy members.
- Contact CYT and inquire about school day shows that they may offer throughout the year (typically 3). Coordinate tickets for the Academy and give details to the Event Coordinator for the website announcement.
- Responsible for sending out reminders for families to sign up for plays through the Announcement forum on the Verity website, along with reminders to those who have signed up by private email.
- The Event Coordinator will give you guidance and budget for planning your event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from the Yearbook Coordinator.
- Need to be available to research and coordinate this early in the school year and communicate with the Event Coordinator.

## *Yearbook Team*

### Yearbook Director:

Yearly Volunteering Credit- 8

- The Yearbook Director is responsible for contacting TreeRing in July and use coupon to secure a contract with them, making sure families will get additional discounts depending on when purchased.
- Responsible for facilitating the layout and assembly of the yearbook and designing 25+ pages.
- Work closely with Yearbook Page Designers and distribute list of Events/Classes (from Volunteer Coordinator).
- Decide how many pages each event/class will need and communicate to Page Designers.
- Check over completed pages—edit, check edge spacing, typos removed.
- Organize the general layout of the yearbook with front and back of each page in order.
- Send out monthly reminders to families through the Announcement forum to upload pictures by the date set.
- Send details on how to upload pictures and purchase yearbooks to the Event Coordinator for website announcement.

### Page Designers:

(2 needed)

Yearly Volunteering Credit- 8

- A Yearbook Page Designer is responsible for creating pages for the Yearbook from pictures taken by parents at events and classes.

- Will work closely with Yearbook Director to choose school events and/or classes to create pages for.
- Create yearbook pages for each activity or class. (Yearbook director will let you know how many pages to create)
- Expect to create 35+ yearbook pages spread throughout the year.

## *Mom's Events*

### Back to School Brunch: (Sept.)

Yearly Volunteering Credits - 6

- Plan a Saturday morning in September for moms to start off the school year with breakfast, fellowship, and support. You must be available during summer to begin planning the details while working with a Board Member.
- You will be responsible for hosting, collecting supplies needed, cooking a breakfast, providing beverages including coffee, setting tables, cleaning up afterwards, and communicating with Academy member's by sending out reminders through the announcement forum on the Verity website. (Reimbursement given with receipts)
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- A Board Member will give you guidance and the budget for planning your event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by the date given from the Yearbook Director.

### Mom's Thanksgiving Soup Night: (Nov.)

Yearly Volunteering Credits – 4

- Plan a Tuesday evening in November for moms to spend some time giving thanks and enjoying soup together, in a festively decorated home.
- You will be responsible for hosting, coordinating a soup potluck, providing beverages (including decaf coffee), and communicating with Academy members by sending out reminders through the Announcement forum on the Verity website.
- You will be responsible for planning a special time of Thanksgiving games or something to make the fellowship special and meaningful for the moms.
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- A Board Member will give you guidance and the budget for planning your event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by the date given from the Yearbook Director.

### Mom's Christmas Fellowship Potluck: (Dec.)

Yearly Volunteering Credits – 4

- Plan a Tuesday evening early- mid December for Academy moms to get together for fellowship, an ornament exchange, and fun.
- You will be responsible for hosting and coordinating a potluck dinner, providing beverages including decaf coffee, and communicating with Academy member's by sending out reminders through the Announcement forum on the Verity website.
- You will need to coordinate a special time of festivities, Christmas games, **or** anything to make the fellowship special and meaningful for the moms. (Choose one)
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- A Board Member will give you guidance and the budget for planning your event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by the date given from the Yearbook Director.

### Valentine Celebration for Moms- Hostess: (Feb.)

Yearly Volunteering Credits – 4

- Plan a Tuesday evening in February for Academy moms to get together for fellowship, games, food, and fun.
- You will be responsible for hosting and providing several sweet and savory snacks, and beverages including decaf coffee (reimbursement given with receipts).
- Plan a special time of food and festivities, Valentine games, or anything to make the fellowship special and meaningful for the moms.
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- A Board Member will give you guidance and the budget for planning your event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by the date given from the Yearbook Director.

### Mom's Teacher Appreciation Dinner: (May)

Yearly Volunteering Credits – 6

- Plan a special time in May of fellowship and dinner for the teaching moms of Verity Academy.
- You will be responsible for hosting, shopping, gathering all supplies, setting tables, cooking a full dinner, and communicating with Academy member's by sending out reminders through the Announcement forum on the Verity website.
- You may request the assistance of Verity high school students to assist you, if you desire.
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- A Board Member will give you guidance and the budget for planning your event. Please plan on having someone take pictures for the yearbook if the date of the dinner is not too late to have them included (verify with Yearbook Director).

# Family Events

## Park Day Hostess:

Yearly Volunteering Credit- 8

- Plan two park days a month for fall (September through November), and spring (March through May) seasons. This will require advance planning to choose a date, time, and park.
- You will need to arrive on time to meet and greet Verity Academy families. You may even plan an activity such as a scavenger hunt, games, or “bring your own bubbles”. This is perfect for those with young children who enjoy going to the park. You are responsible for finding a replacement hostess if you are unable to attend the scheduled park day.
- You will be responsible for planning four additional Park Days on Wednesdays throughout the year. Plan an organized game or sport to be able to be played by all school-age kids.
- All details will need to be communicated one month before the 1st scheduled park day in September (for fall session) and one month before the 1st scheduled park day in March (for spring session) by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communicating reminders for the event through the Announcement forum on Verity website.
- Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by the date given from the Yearbook Director.

## Back- to -School Family Picnic Game Coordinator: (Aug.)

Yearly Volunteering Credit – 2

(Sunday, Aug. 30<sup>th</sup>, 2020)

- Plan & organize at least 3 games for parents & children such as sack races, two-legged race, tug of war, or any game that isn't too messy and would be suitable for a park setting.
- Communicate with the Event Coordinator about games chosen 1 week before family picnic.
- Responsible for purchasing simple prizes for winners of games with budget given by Event Coordinator.

## Lost Worlds (Oct.):

Yearly Volunteering Credit- 2

- Begin planning the Lost Worlds event in August. Reserve a Wednesday in Oct. for Academy families to enjoy some indoor excitement, fun, and exercise.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communicating reminders for the event through the Announcement forum on Verity website.
- You must arrive early and stay till the end of event to make sure that things run smoothly.

- The Event Coordinator will give you guidance in planning the event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Rock N Jump (Nov.):

Yearly Volunteering Credit - 2

- Begin planning the Rock N Jump event in September. Reserve a Wednesday in Nov. for Academy families to enjoy some indoor excitement, fun, and exercise.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communicating reminders for the event through the Announcement forum on Verity website.
- You must arrive early and stay till the end of event to make sure that things run smoothly.
- The Event Coordinator will give you guidance in planning the event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Ice Skating Morning (Jan.):

Yearly Volunteering Credit – 2

- Begin planning the Ice Skating event in November. Reserve a Wednesday in January for Academy families to enjoy some indoor excitement, fun, and exercise.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communicating reminders for the event through the Announcement forum on Verity website.
- You must arrive early and stay till the end of event to make sure that things run smoothly.
- The Event Coordinator will give you guidance in planning the event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given by Yearbook Director.

### Bowling Afternoon (Feb.):

Yearly Volunteering Credit – 2

- Begin planning the Bowling Afternoon event in December. Reserve a Wednesday in February for Academy families to enjoy some indoor excitement, fun, and exercise.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communicating reminders for the event through the Announcement forum on Verity website.
- You must arrive early and stay till the end of event to make sure that things run smoothly.



- The Event Coordinator will give you guidance in planning the event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Outdoor Activities Coordinator:

(2 needed)

Yearly Volunteering Credit – 8

- Plan 4 outdoor activities on Wednesdays throughout the year. All activities should be free or low cost.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communication with Academy members for RSVP's.
- Plan on being at all 4 outdoor activities.
- The Event Coordinator will give you guidance in planning events. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.
- Some ideas:
  - Hike/Walk at Sycamore Grove or Mt. Diablo
  - Day at beach or Del Valle
  - Pumpkin Patch w/corn maze
  - Day at a farm with u-pick produce
  - Bocce Ball at the park
  - Game day at a park
  - Swim day or volleyball at LARPD

## *Parent Events*

### Campo di Bocce Date Night for Parents:

(2 needed)

Yearly Volunteering Credit- 2

- Plan a “date” night for Academy parents at Campo di Bocce either in fall or spring. Please list month you would like the event to be in.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Have a plan for how to use the subsidy budget, perhaps knowing in advance the appetizers to order for the group.
- Be responsible for communicating reminders for the event through the Announcement forum on Verity website.
- The Event Coordinator will give you guidance in planning the event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

## Dad's Paintball Event (March)

Yearly Volunteering Credit- 2

- Begin planning in January a time for dads to get together for some fun at America Paintball or Sunol Paintball.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communicating reminders for the event through the Announcement forum on Verity website.
- The Event Coordinator will give you guidance in planning the event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

## Father-Son Event (Oct.)

Yearly Volunteering Credit- 4

- Begin planning in August for an event for fathers and sons in October. Could be a campout, fishing trip, or some other half-day or longer activity together.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communicating reminders for the event through the Announcement forum on Verity website.
- The Event Coordinator will give you guidance in planning the event. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

## Mother-Daughter Tea Party (Apr.)

### ▪ **Tea Party Hostess:**

Yearly Volunteering Credit- 4

- Begin planning in February for the Mother-Daughter Tea Party in April.
- Work with your team to decide a theme and work out the details of how to host this year and how your team will utilize the budget you've been given.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Be responsible for communicating reminders for the event through the Announcement forum on the Verity website and keep track of what each guest is bringing. Take sign-ups of girls who would like to share a talent such as playing the piano, reciting a poem, or singing a song and create a program to highlight these talents.

- Communicate with Tea Party Helpers to make a fun, enjoyable time for moms and their daughters. Be sure someone on the team will welcome, share a short faith-encouraging word, and pray before the lunch together.
- Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director. It's especially lovely to have each set of mothers and daughters photographed together.

#### Tea Party Helpers:

- **Shopper & Decorator:**

Yearly Volunteering Credit- 2

- Work with Tea Party Hostess, shop for supplies (tea basics, other beverages, flowers, table decorations) and assist with obtaining all needed supplies such as a large water boiler, tables, chairs and linens, paper products, teacups, tea pots, cream and sugar sets, etc. Be sure to deliver these beforehand.
- Plan to be at the party at least an hour before, to assist during the party, and to stay an hour afterwards for clean-up.

- **Craft Coordinator & Activity Planner:**

Yearly Volunteering Credit- 2

- Plan a table topic activity and a mixer activity for the day to keep girls interacting and communication flowing.
- Plan a craft for the girls, purchase or obtain supplies, and help with the craft the day of the tea.
- Plan to be at the party at least an hour before, to assist during the party, and to stay an hour afterwards for clean-up.

#### Curriculum/Open House Night:

Yearly Volunteering Credit – 4

- Locate a facility for Verity Academy to host the annual Curriculum/Open House Night, to be held in April preferably on a Tuesday evening.
- Coordinate or provide snacks, beverages (including decaf coffee), name tags, and paper products.
- Find out where we obtain tables, chairs and all other supplies needed for the evening, and assist with set-up of these at Open House Night.
- Find out if we can offer childcare on the premises and assist in locating teen volunteers.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator
- You must arrive early and stay till the end of event to make sure that things run smoothly, that the facility gets cleaned up, and you need to remain a hostess throughout the event.

- A Board Member will give you guidance in planning the event.

## *Field Trips*

### Field Trips for the Whole Family or Mix of Ages: (6 needed)

Yearly Volunteering Credits- 2

- Plan and coordinate a field trip for Verity Academy families.
- All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator.
- Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by the date given from Yearbook Director.
- When planning, please do your best to plan the field trip on a Wednesday, looking at the calendar to see what days are available.
- Ideas are as following, but not limited to:
  - Car Museum in Danville
  - Discovery Museum in San Jose
  - Ice Cream Museum in SF
  - Bay Area Discovery Museum

## *Craft Classes*

### Fall Craft Class:

Yearly Volunteering Credit- 4

- Start planning in August for a fall craft class for elementary students age 11 and younger. Please choose a Wednesday in October or November for your class; remember to look at the calendar when choosing your date so we don't have overlapping events. You will be responsible for finding a location (church, home, or park), choosing 3-5 crafts, and purchasing or obtaining supplies. The Event Coordinator will provide you with guidance and a budget for planning this class. All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Christmas Craft Class:

Yearly Volunteering Credit- 4

- Start planning in late October for a Christmas craft class for elementary students age 11 and younger. Please choose a Wednesday in December; remember to look at the calendar when choosing your date so we don't have overlapping events. You will be responsible for finding a location (church, home, or park), choosing 3-5 crafts, and purchasing or obtaining supplies. The Event Coordinator will provide you with guidance and a budget for planning this class. All details will need to be communicated one

month before the event by completing the announcement form given to you by the Event Coordinator. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Valentine Craft Class:

Yearly Volunteering Credit- 4

- Start planning after Christmas for a Valentine's craft class for elementary students age 11 and younger. Please choose a Wednesday in February on or before the 14th; remember to look at the calendar when choosing your date so we don't have overlapping events. You will be responsible for finding a location (church, home, or park), choosing 3-5 crafts, and purchasing or obtaining supplies. The Event Coordinator will provide you with guidance and a budget for planning this class. All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Spring- Easter Craft Class (Easter is April 4, 2021):

Yearly Volunteering Credit- 4

- Start planning in February for a spring or Easter craft class for elementary students age 11 and younger. Please choose the Wednesday before Easter if possible but remember to look at the calendar when choosing your date so we don't have overlapping events. You will be responsible for finding a location (church, home, or park), choosing 3-5 crafts, and purchasing or obtaining supplies. The Event Coordinator will provide you with guidance and a budget for planning this class. All details will need to be communicated one month before the event by completing the announcement form given to you by the Event Coordinator. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

## *Classes, Co-ops, Groups, and Clubs*

Do you or a family member have a passion or talent such as cooking, gardening, sewing, quilting, auto mechanics, computer skills, photography, graphic design, physical fitness, music, or other hidden talents? Are you skilled in a subject such as math, literature, science, foreign language, or history? Have you ever wanted to lead a Bible Study in a group with your student? Do you wish your student could connect more with other students in the Academy?

If you answered yes to any of the above questions, you may want to consider sharing your gifts and talents with the students of Verity Academy by coordinating a class, co-op, club, or group. Every class, co-op, club, or group should be offered to a variety of grade levels, preferably at least four grade levels. Depending on the class, group, or club, more range in grade levels is often workable.

Please read "How to Plan a Class" before signing up to lead a class, co-op, group, or club. When signing up for a class, co-op, or group/club that isn't listed, please give a brief title and how many classes or meetings that you plan to organize. You will be contacted by the Class Coordinator who will send you a class proposal form

for you to fill out with all of the details of the class. She will also give guidance for planning your class. Please feel free to contact the Class Coordinator if you have any questions or need more information.

All classes are subject to approval by the Class Coordinator. Once approved, a class may only be cancelled with permission from the Class Coordinator. Thank you for your cooperation with this policy. Please see positions available below....

### Ongoing- Class Teacher:

Yearly Volunteering Credit- 8

- Plan and teach Academy students an ongoing class weekly for 6 weeks or longer, or monthly throughout the year. Ideas for classes include but are not limited to book club, public speaking, foreign language, geography, science, crafts, music, P.E., art, Bible Study, writers group, etc. If more than 12 classes planned and taught throughout the year, 2 people working together may receive full credit. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### One Time- Class Teacher:

Yearly Volunteering Credit- 2

- Share a gift, talent, or interest by teaching a one time class on a particular subject. Ideas for classes include but are not limited to gardening, cooking, nutrition, history topic, science topic, golf clinic, Bible Study, specialty craft class, travel, computer, or car maintenance. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Guest Teacher:

Yearly Volunteering Credit- 2

- When planning a class with a guest teacher, please keep in mind that Verity Academy prefers teachers who will be sharing or teaching our students from a biblical, Christian perspective. You may coordinate a class for Academy students involving a guest teacher from the community in their area of expertise. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Co-op Coordinator:

Yearly Volunteering Credit- 8

- Organize and oversee a co-op group of parents to meet once or twice a month throughout the year with your students, sharing some of the tasks and hosting responsibilities. Ideas for co-ops include but are not limited to book/literature club, public speaking, geography, science, crafts, P.E., art, young learners, chess, Bible Study, writers group, etc. Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### High School Girls Fellowship Club Coordinator:

#### Yearly Volunteering Credit- 6

- Group of Verity Academy high school girls (9th to 12th grade) that meet 3 times throughout the year. This position is also open to a high school student 10<sup>th</sup> grade or above, who will work with parent.
- Must plan and make all arrangements for each meeting to include fun and fellowship, work with a limited budget, and encourage God-honoring conversation and activity. Could involve hosting as part of the event.
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- Be responsible for communicating reminders for the event by emailing the high school girl's families.
- Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

#### High School Guys Fellowship Club Coordinator:

#### Yearly Volunteering Credit- 6

- Group for Verity Academy high school boys (9th to 12th grade) that meet 3 times throughout the year. This position is also open to a high school student 10<sup>th</sup> grade or above, who will work with parent.
- Must plan and make all arrangements for each meeting to include fun and fellowship, work with a limited budget, and encourage God-honoring conversation and activity. Could involve hosting as part of the event.
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- Be responsible for communicating reminders for the event by emailing the high school boy's families.
- Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

#### Co-Ed High School Fellowship Club Coordinator:

#### Yearly Volunteering Credit- 6

- Group for Verity Academy high school students (9th to 12th grade) that meet 3 times throughout the year. This position is also open to a High-School student 10<sup>th</sup> grade or above, who will work with parent.
- Must plan and make all arrangements for each meeting to include fun and fellowship, work with a limited budget, and encourage God-honoring conversation and activity. Could involve hosting as part of the event.
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- Be responsible for communicating reminders for the event by emailing the high school student's families.

- Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Junior High School -Girls Fellowship Club Coordinator (God's Girls):

Yearly Volunteering Credit- 8

- Group for Verity Academy junior high school girls (6th to 8th grade) that meet a minimum of 4 times throughout the year.
- Must plan and make all arrangements for each meeting to include fun and fellowship, work with a limited budget, and encourage God-honoring conversation and activity. Could involve hosting as part of the event.
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- Be responsible for communicating reminders for the event by emailing the junior high school girl's families.
- Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

### Junior High School –Boys Fellowship Club Coordinator (God's Faithful Followers):

Yearly Volunteering Credit- 8

- Group for Verity Academy junior high school boys (6th to 8th grade) that meet a minimum of 4 times throughout the year.
- Must plan and make all arrangements for each meeting to include fun and fellowship, work with a limited budget, and encourage God-honoring conversation and activity. Could involve hosting as part of the event.
- All details will need to be communicated one month before the event by completing the announcement form given to you by a Board Member.
- Be responsible for communicating reminders for the event by emailing the high school boy's families.
- Please plan on having someone take pictures for the yearbook and upload photos to TreeRing by date given from Yearbook Director.

## *End of the Year*

### DVD / Slideshow Producer-

Yearly Volunteering Credit- 8

- Create a DVD of the 8<sup>th</sup> grade graduates set to music to be shown at the end of year celebration and graduation.



- Create a DVD of the senior graduates set to their Bio's to be shown at the end of year celebration and graduation.
- Create a DVD of memories from current year Academy events and activities, 15-20 minutes long.

Duties:

1. Must have access to equipment and experience to create a 6 to 20-minute picture DVD set to music.
2. Pictures will be available for creating DVDs in May with a due date of the end of May.
3. Communicate with the Graduation Tech Committee Team to get all information needed for photos and deadlines.

Graduation Assistant:

(2 needed)

Yearly Volunteering Credit – 2

- Assist with graduation by being at facility 1.5 hours before to help with set-up, food prep, and decorations. Do any additional prep necessary during the graduation ceremony and help with refreshing food and drink during the reception time.
- Stay after graduation to help with clean-up.
- This is open to a parent or teen not participating in graduation or any additional talent during the graduation.
- Graduation is typically at the end of May or beginning of June. You will need to be available for whatever date is decided. You should anticipate approx. 5-6 hrs. of work.