

January 10<sup>th</sup>, 2010

Dear Trinity Christian Families,

It is time for us to implement our planning for the 2010-2011 school year with registration beginning on January 25<sup>th</sup>, 2010 for current Elementary families and February 1<sup>st</sup>, 2010 for Preschool families and new families. We are excited to begin this process with each of you!

As you review our Registration Form, you will be reminded of the Stewardship expectation this coming school year. Stewardship is an area we will be modeling and promoting as another dimension of the educational experience offered at Trinity Christian School. Your Stewardship time and talents have brought resources into our school, classroom, and special areas that provided enrichment opportunities to each child's education.

We are asking each family to review the Stewardship opportunities and how they fit with your skills, talents and strengths. For example: If you are a family with elementary age child(ren), we are asking your family to provide 30 Stewardship Hours over the school year. This will be approx. 3 hours a month, which can be met in a variety of ways. We have many needs in our classrooms, lunchroom, playground, PPT Meetings, School Board Meetings, Library, Computer Lab, School Office, Special Events, Field Trip Chaperone's, and many tasks/projects that can be done from home.

We ask you to complete half of your Stewardship hours by January 10<sup>th</sup>. A statement will be sent to you in November and March letting you know how many hours you have fulfilled up to that date.

Some questions you may have about how Stewardship will be implemented.

Q: What are the hour requirements?

A: The hour requirement is based on oldest enrolled child.

Preschool- 1 day per week = 3 hours per year  
2 days per week = 7 hours per year  
3 days per week = 10 hours per year  
Half day Kindergarten = 20 hours per year  
Full time Elementary = 30 hours per year

Q: How will my family's Stewardship Hours be tracked?

A: A Stewardship Sign-In Sheet is located in the office. Each time you provide Stewardship Hours, you need to log your hours. These hours will be applied your family's account.

Q: Who is eligible to provide Stewardship Hours for our family?

A. Family members can designate others to assist with meeting your hours. We welcome Grandparents, High School/College Age Students, Aunts, Uncles. When they log their

hours, they will write your family name into the appropriate box.

Q: What if our family decides not to complete the Stewardship hours?

A: We will apply all completed hours up to your required hours at the rate of \$8 an hour to your tuition two times a year. The remainder will be held in our Stewardship Account.

Q: If our family has an overage of hours, will our account be credited \$8 an hour?

A: No, your account will not be credited. Once you have completed your stewardship hours anything more than that will be considered a gift of your time and talents.

Q: Can our Stewardship Hours be applied to another family if we complete more than needed?

A: Yes, up to 10 hours of Stewardship can be applied to another family attending Trinity, but can not be divided up among different families. Anything beyond the 30 hours your family has completed and the designated 10 hours additional your family has contributed can not be applied and will be considered a gift of your time and talents.

Q: Can I pay for my hours in donations?

A: No, not unless it is one large donation and has prior approval of the School Board.

Q: Because I have younger children, will there be Stewardship opportunities that I can do at school?

A: Yes, we have some Stewardship assignments that younger children are welcome and can come with you while others may be completed from home.

Should you have any further questions, please contact a member of the School Board or Nichole Laven, Principal.

Sincerely,

Trinity Christian School Board

Attached you will find the Registration Forms for the 2010-2011 school year and our Stewardship Needs.

## **Stewardship Opportunities for 2010-2011**

Stewardship is an important dimension of the educational experience offered at Trinity Christian School! As a school we understand that our families are very busy and some members might be able to contribute from home, so we have activities for families to do from home as well as on-site at Trinity Christian School. We would like families to check their calendars and sign up where your stewardship talent fits and can be maximized.

***This packet needs to be filled out and accompany your registration form.*** Below you will find stewardship selections available to complete your stewardship hours. If your talent might not be listed below, then please add it to the last page. All parents or family members who help complete these stewardship hours are subject to a background check.

**Lunch and Recess Help-**We will need 5 adults every day from 11:15-12:45 for lunch and recess. Volunteers would be responsible to provide assistance for the care of elementary students during lunch and would be willing to take the children outdoors on a regular basis throughout the year.

**Library Support-** We would like to have adults come in and assist with various library tasks. This includes organizing library, shelving books and cleaning . Also, various other duties to help maintain the organization of the library and / or assist children from Preschool thru 6<sup>th</sup> grade.

**Box Tops-4-Education Coordinator** – Would be the contact person for General Mills/Betty Crocker. This task is quite easy, but still essential! The counting and bundling of the labels in groups of 50 can be done at home if you are unable to participate in an activity on site. This needs to be done twice a year, by October 31<sup>st</sup> and February 28<sup>th</sup>.

**Kemps Give'em Five-Program Coordinator** – Would be the contact person for Kemps who is responsible for collection sites, submitting milk caps in groups of 2000 and proof-of purchase symbols up to three times a year. All labels are due on 5/31. This task can be completed at home. The only part that needs to be done outside of the home is the drop off of the labels in Stacy.

**Nelson's Receipts Program Coordinator** – Would be the contact person for Nelson's who is responsible for collection sites, sorting and adding up receipts on a quarterly basis. This task can be completed at home. These are due at the end of January, April, July and October. They will need to be dropped off at Nelson's after being counted up. Ten key skills would be helpful for this position.

**Campbell's Soup Labels Program Coordinator** – Would be the contact person for Campbell's who is responsible for collection sites, cutting, bundling and adding up the total labels. This task would need to be completed twice a year, once in the winter and at the end of the school year. This task can be completed at home.

**Ink Cartridges Program Coordinator** – This person would be responsible for bundling

up the ink cartridges, prepare to ship via UPS, and reporting to the school office how many were sent monthly or whenever we have 8 phones or 18 cartridges.

**Cell Phone Program Coordinator** – This person would be responsible for bundling up the cell phones, prepare to ship via UPS, and reporting to the school office how many were sent monthly or whenever we have 8 phones.

**Land O' Lakes Coordinator** - Would be the contact person for Land O Lakes who is responsible for collection sites, submitting milk caps in groups of 2000 and proof-of-purchase symbols up to three times a year. All caps are due on 5/31. This task can be completed at home.

**Capri Sun Drink Pouches** - Would be the person responsible for rinsing the pouches and removing straws. Also, you would be responsible for UPS shipment of these.

**Fast Fix'n Chicken**- This person would be responsible for counting and submitting UPC's.

**Office Support**– Would be responsible for making copies, organizing, filing, cutting, laminating, and other such office duties. This person would help the staff by using the copy machine to reproduce the tools necessary to use in the classrooms.

**Preparation Person** - Someone who would be willing to cut construction paper, cut out laminating, and prepare a variety of other items for the classrooms from home. This would be a position that would be on and off during the summer and school year.

**Classroom Support** – Someone who would be willing to work with a small group of children within the classroom setting to assist as additional support for the teacher during Reading, Math, Art, etc.

**Child Care Coordinator** – At a variety of functions, people would like to have childcare available. As Child Care Coordinator, you would be responsible for coordinating childcare for the various fundraisers throughout the year for the children of those who are working the fundraisers.

**Uniform Exchange Coordinator** – Would be working on inventory for uniforms that come in at the beginning and throughout each school year. Will notify the parents up to three times a year for dates and times of a uniform exchange. Will coordinate and supervise this event by hanging up donated uniforms and providing a clean, organized area for parents to come and view uniforms on the night of Open House, Registration, and End of the Year.

**Videographer** – Would be able to attend events (Christmas Program, PPT Potluck, Open House, Spring Programs, etc.) and videotape. We would like this person to have his/her own recording device and the ability to burn DVD's for the families if requested. This would be a three to five hour commitment.

**Maintenance and Custodial Duties** - This person would be responsible for helping out with various custodial and maintenance duties after school hours. This would include wiping off classroom desks, emptying garbages and vacuuming.

**Parent Project Team Member** - This person would commit to attend meetings once a month (usually 1 to 2 hours) to help plan and organize school events to help promote fellowship and fundraising in the school.

**Trinity Trek Team Player** – Someone who would be willing to assist in clean-up, set-up, cheerleader for students, refill water bottles with water, pass out prizes for the children, which will be in September. We need people to pass out prizes 2-3 hours the day before at Trinity Christian School.

**Basket Bingo** – We are looking for the following roles for this fundraiser: two callers of the numbers, three people to help at the front door, two poster makers, two concession stand persons, communications with the community individual, persons to help get baskets sponsored, and one person to raffle/sell special games.

**Christmas Program** – We are looking for someone to help serve and cut cake the evening of the Christmas programs. Generally, the times for the programs are from 6:00 p.m.-8:30 p.m.

**Christmas Program Seamstress** – We are looking for someone who would be willing to sew costumes for the program. Needs to be creative due to limited funds available for purchasing materials and props. Would also be willing to steam / press costumes. Once done, costumes will be put away in a safe place for storage.

**Yearbook Committee** – Attention Scrapbookers or anyone who would like to learn how! You are the one we want on this job! We are looking for individuals who could meet as a group mid-year to plan, begin and produce a yearbook using photos taken by a variety of teachers, students and parents. This yearbook would need to be ready to go to the printers by May for reproducing. Group can meet at Trinity Christian School to complete page layouts.

**Pancake Feed Helpers and Coordinator** – We are looking for people to help with setting up tables and cooking on Fat Tuesday before Lent. This will begin at 3:00 p.m. We will also need individuals to help with selling tickets the day of the event. We would like to have servers at 5:00 p.m. and a clean up crew at 5:30 p.m.

**Spaghetti Dinner Coordinator:** We are looking for someone to help organize individuals to help with the annual Spaghetti Dinner fundraiser. The Spaghetti Dinner is

usually held in April.

**Ticket Sales Person for Church Worship Services** – We are looking for a person to help sell tickets after worship services on Sundays in February and April for our Pancake Feed and Spaghetti Dinner.

**Bake Sale Coordinator** – Would be communicating with parents and arranging volunteers for baking items, handling the donated baked goods and labeling goodies. Also, would be responsible for scheduling volunteers to help run bake sale the day of the dinner.

**Bake Sale Sellers:** During the day of the bake sale we will need a few individuals to sell bake sale items at the Spaghetti Dinner from 9:00-11:00 and 11:00-2:30..

**Bakers! Bakers! Bakers!** - We are looking for bakers for the bake sale during the Spaghetti Dinner. This is in April. One half hour will be applied to Stewardship hours per item baked for bake sake. Example: 1 batch of brownies= 1/2 hour, 1 batch of cookies = 1/2 hour, etc.

**Silent Auction Help** – We are in need of 5 people to each take a different area to obtain items for the Silent Auction. We need one person to write and mail letters to those places that need 30 + days prior request. We would also like two people to visit Forest Lake businesses and ask for donations, as well as two people to help with North Branch businesses, and two people for to visit Cambridge businesses. These individuals will go out into the community and ask for donations for our Silent Auction.

**Silent Auction Helpers** – These individuals would help with preparing bid sheets, putting numbers on auction item, and notifying the winning bidders via telephone.

**Spaghetti Dinner Help** – We are looking for individuals with the talents of Table Decorating, Flyer Distribution, Servers, Dishes and Dining Clean Up. We can definitely use your help on this task!

## Stewardship Opportunity

**Please sign me up to share my stewardship for:**

\_\_\_\_\_ (First and Last Name)

\_\_\_\_\_ (Phone Number)

\_\_\_\_\_ (E-mail Address)

\_\_\_\_\_ (Position Title from list above)

\_\_\_\_\_ (Child's/(ren) Name and Grade)

\_\_\_\_\_ (At this time, I am unable to  
complete stewardship and  
plan to pay the stewardship fee)

**Other talents you would like to share that is not listed -**

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**\*\*\*Please return this page with your registration packet.\*\*\***