



Calgary Christian School

South Campus Preschool-Grade 6
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September 4, 2009

Welcome to a new year at Calgary Christian School!

The community of Calgary Christian School depends on volunteers for their input and time, and their involvement is invaluable to the staff and students of CCS. With enrollment, each family commits to share a minimum of 20 hours of service throughout the school year. A variety of opportunities are provided for parents and supporters to share their time and gifts with us and are outlined on the attached sheet. Please prayerfully consider where you are called to serve and to reap the rewards of volunteering at CCS!

Please return the attached form to either school office no later than September 18, 2009.

Beginning in the fall of 2009 a web-based system will be trialed to assist in recording volunteer needs and hours served. Information will be made available as the system is implemented throughout the school year.

In order to ensure your safety and the safety of our staff and students, all visitors and volunteers must wear an identification tag and sign in at the office upon arrival.

Because all volunteers have the potential to supervise and interact with the students at CCS, we require everyone to have a current Calgary Police Service Security Clearance and an Intervention Record Check from Alberta Social Services on file. These clearances are valid for 3 years.

Application for the Police Services check must be made in person at the Security Clearance Branch located at 316 7Ave. SW. You will require a personalized letter on CCS letterhead (available at either school office) and 2 pieces of identification. The fee for this clearance is \$15.00, which will be reimbursed by CCS upon request.

In order to obtain the Alberta Social Services Check, please visit Sindee Cornez in the Business Office and present two pieces of identification and sign a permission form in order that we may collect the information required on your behalf.

If you have current clearances in your possession from your church or other organization, this would be acceptable. Please forward a copy to either school office.

If you have any questions regarding the Volunteer Program, please contact me at 403.242.2896 ext 338 or by email at jdegraaff@csce.net

CCS is also grateful to receive contributions of products and services that will be of benefit to the staff and students. If you feel you are able to contribute in this way (i.e. office, computer or art supplies; construction or maintenance services etc.) please contact Catherine Feenstra in Community Relations at 406.242.2896 ext 352 (cfeenstra@csce.net) or Scott Hickling, Executive Director at 403.242.2896 ext 320 (shickling@csce.net)

The staff and students of CCS thank you for your continued support and look forward to working with you throughout the school year.

Janet DeGraaff

Volunteer Coordinator
403.242.2896 ext. 338
jdegraaff@csce.net

Reaching for Excellence

"We will teach them the wisdom of the Lord"

Psalms 34:11



Calgary Christian School

VOLUNTEER OPPORTUNITIES FOR 2009/2010

The community of Calgary Christian School depends on volunteers for their input and time. The gifts you share are invaluable to the students and staff at CCS.

Please prayerfully consider where your gifts can make a difference. Please review the information and then complete the following by placing a check beside the areas that you are interested in participating in. Each family agrees to share 20 hours of service throughout the school year – we look forward to partnering with you!

- Book Fair (ES)
- Newsletter (Bridges Distribution)
- Administrative Assistance
- Library
- Grandparent's Celebration
- Staff Appreciation
- Hot Lunch Program (ES)
- Hot Lunch Program (Secondary)
- Science Fair (MS)
- Drama Department (Secondary)
- Music Councils (ES and Secondary)
- Sports Programs (Secondary)
- Special Events
- Ambassador Families
- School Councils or Committees
 - Community Development
 - Student Life and Education
 - School Operations
 - Financial Advisory
 - Parent Action Council

These are only a few examples of the many opportunities for volunteer service at CCS. We encourage you to contact our Volunteer Coordinator to match your interests and gifts with available tasks. Thank you for your willingness to fulfill your volunteer commitment and enhance the community of Calgary Christian School!

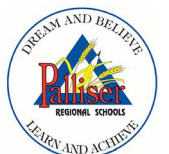
Please see details on the back of this page.

Parent/Guardian Names _____

Student Names and Grades _____

Please inform us of any special talents or gifts that you are able to share with the community and students of CCS.

**Please forward this form to either school office by September 18 to the attention of:
Janet DeGraaff, Volunteer Coordinator
403.242.2896 ext. 338 jdegraaff@csce.net**





VOLUNTEER OPPORTUNITIES

Book Fair - The Book Fair will be held at the Elementary Campus from November 17-20, 2009. Volunteer cashiers during daytime and early evening shifts allow us to raise literacy and earn materials for the school.

Newsletter Distribution - Volunteers ensure the efficient delivery of our main form of Society communication each month. Copying, collating, labeling and distributing are shared tasks with our Development Office.

Administrative Assistance - this may include Society Mailings, assistance with filing, photocopying, laminating etc.

Library - Volunteers are able to assist the librarian with circulation, cataloguing, repairing books and helping students.

Grandparent's Celebration - On March 26, 2010 we will celebrate our families and supporters. Volunteers assist teachers in preparation and hosting.

Staff Appreciation - The month of February is our Staff Appreciation Month, and parents, with the support of the Parent Action Council, plan and implement ways to show appreciation to staff at CCS.

Hot Lunch Program

Elementary Campus students appreciate the variety of a served Hot Lunch on Wednesdays. Volunteers are needed for preparation, cooking and clean up. This program functions best with teams of volunteers on a rotating schedule.

Secondary Campus students are able to purchase lunches prepared by various school groups wishing to raise funds, volunteer assistance is welcome.

Science Fair – Our Middle School students are challenged to present projects; volunteers assist with a variety of tasks, including judging, computer input and hospitality. This event takes place in early February.

Drama Department – Our Secondary students will present a Main Stage Production in March , 2010. Volunteers contribute to stage building, set up, costuming and make-up during rehearsals and performances.

Music Councils – Both campuses have active extra-curricular music programs and volunteers are encouraged to participate by chaperoning, organizing and supporting the music teachers and accompanists.

Sports Programs – Many opportunities to be involved in our thriving sports program at the Secondary Campus are available – coaching, chaperoning, assisting the athletic directors in a variety of ways and hospitality at tournaments hosted by CCS.

Special Events - Assistance is always welcome at our Special Events. This could include helping with Community Celebrations such as Back to School Dinner, Fine Arts Evening, etc., Open Houses and other hospitality events or fundraising initiatives such as the Annual Golf Tournament.

Ambassador Families - We are looking for Ambassador Families who would welcome new families to CCS and ensure that they continue to feel welcome throughout the year.

School Councils - The following three councils are advisory councils to the Executive Director and CSCE Board, charged with making recommendations that ensure the Mission of CCS is achieved through:

- Community Development Council (CDC) - volunteerism, admissions, public relations and fundraising
- Student Life and Education Council (SLEC) - programming , staff development, parental involvement and student well-being
- School Operations Council (SOC) - the areas of finance, maintenance and operations, transportation and capital projects

Additional Councils:

- Financial Advisory Committee (FAC) - an ad hoc committee formed to offer business and financial advice and recommendations to the Executive Director
- Parent Action Council (PAC) - Comprised entirely of volunteer parents, with staff representatives, this council acts autonomously to enhance student and staff well-being at CCS. Reporting, recommendations, suggestions and information are communicated to the Executive Director through the CDC. Community building and fundraising events are also hosted by this Council through out the school year.