Helping Hands

# **Purpose**

 To promote the cause of Christian Education and give financial aid wherever necessary.

# **Meetings**

Meetings are held throughout the school year as deemed necessary by the executive committee, typically once in the fall and once in the spring, with one mid-year if necessary.

# **Roles & Duties**

* **Executive committee 2018-19**
	+ President -Tory White
		- Presides over meetings, opening and closing each meeting with prayer, and enforcing the constitution.
	+ Vice President -Melissa George
		- Assist president whenever possible, and in the absence of the president assume duties of president.
	+ Treasurer – Deanne DeYoung
		- Deposits and disburses all monies, gives financial reports at each meeting as called upon by president, and gives yearly written report to the School Board at the close of the school year.
	+ Secretary - Dana Nienhuis
		- Responsible for all correspondences, keeps the minutes of all meetings.
* **Meeting attendees**
	+ All
		- Nominate and vote in new officers each year, and as necessary
		- Make corporate decisions on fundraisers, events, and other business discussed at meetings
		- Ensure that sign-up slots are filled, and communicate about events and programs so that programs and events run smoothly

# **2018-19 Programs & Events**

* “Direct Your Dollars” Spartan Receipts program (on-going)
	+ Coordinator: \_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Count (“Direct Your Dollar”) amounts on turned-in receipts, bundle into $1,000-worth bundles, place in box in staff lounge, track total until reached $150k in receipts, then turn in for a $1k grant from Spartan.
* Box Tops for Education (on-going)
	+ Coordinator: \_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Promote the program in the Beacon (and elsewhere), collect and send in Box Tops through that program
* Kitchen Check (1x month, September-June): \_\_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_
	+ Walk through kitchen, checking for dirty cloths/towels/aprons (wash and return); check supply of plastic-ware & plates for hot lunch/pizza lunches; check refrigerators -empty and wipe out.
* Little Caesar’s Pizza Kit Fundraiser (fall, 2018)
	+ Coordinator: \_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Organize fundraiser: communication through the Beacon, collection of funds & order forms, and delivery of goods.
* VIP Day (October 12, 2018)
	+ Head of VIP Day: \_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Create menu, purchase supplies and organize helpers
		- Turn in receipts to Helping Hands treasurer for reimbursement
		- Fill out “Event Form”
	+ Helpers (3):

 \_\_\_\_\_\_\_\_\_\_\_(see Signup Genius)\_\_

* + - serve food for students and their VIP’s
		- Clean up
* Craft & Vendor Show (Saturday, November 3, 2017)
	+ Head of Show: ***Deanne DeYoung***
		- Organize, take in and manage registration of vendors
		- Oversee preparations (marking vendor spots, organizing Bake Sale donations and workers, pricing, and selling, Pigs baking and sales, lunch foods purchasing and preparations, raffle table etc.)
		- Oversee the Show (monitor vendors, bake sale, lunch sales, flow of traffic, raffle, etc.)
		- Organize crew for preparations, working the bake sale and lunch, and clean-up/tear down crew.
	+ Crew members (3):

\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - Prepare for vendor show: advertise, put up signs along roads, prepare the space, collect baked goods, price baked goods, get pigs-in-blankets & bake them, set up tables, chairs, lunch area, and other tasks as directed by Head of Show.
		- Work the day of the show, helping with bake sale, raffle table, lunch serving, etc. as directed by Head of Show, clean up after show, and take down signs along roads.
* Parent-Teacher Conference Dinner (Monday, November 12, 2018)
	+ Provide dinner for the entire staff, delivering by 5pm: \_(see Signup Genius)
* Thanksgiving Feast (Friday, November 16, 2018)
	+ Head of Feast: \_\_\_\_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_
		- Organize helpers, create menu, purchase food and supplies
		- Turn in receipts to Helping Hands treasurer for reimbursement
		- Fill out “Event Form”
	+ Helpers (3):

\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - Prepare space (set tables, decorate, etc.) and prepares and serve food
		- Clean up from lunch
* Christmas Program (Thursday, December 6, 2018)
	+ Head of Program: \_\_\_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_
		- Organize cookie and juice donations and helpers through the Beacon and/or emails
		- Purchase napkins and cups
		- Turn in receipts to Helping Hands treasurer for reimbursement
		- Fill out “Event Form”
	+ Helpers (1): \_\_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_
		- Decorate tables for refreshments
		- Serve cookies and juice
		- Clean up
* Book Fair (2 per year –usually December and May)
	+ Coordinator of Book Fair (Usborne): \_\_\_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_
		- Work with Usborne Representative on dates and times of sale, which books, and workers for the fair
* Yearbook (December-March, deadlines established by Geskus & School)
	+ Designer/Creator: \_\_\_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_
		- Arrange collage pages and create cover, work with Geskus Photography on pages and content of book, printing deadlines and instructions.
	+ Picture takers/collectors (2): \_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Take pictures at events and highlights, share with yearbook designer/creator and/or post on Facebook
* Staff Appreciation (2 times per year)
	+ Select dates (one fall and one spring) and ways to spoil our teachers and staff for $50 each time, (2): \_\_\_\_\_(see Signup Genius)\_\_\_\_\_
* Parent-Teacher Conferences Dinner (Monday, March 25, 2019)
	+ Provide dinner for the entire staff, delivering by 5pm: (see Signup Genius)
* Tulip Time Parade (Thursday May 9, 2019): \_\_\_\_\_\_(see Signup Genius)\_\_\_\_\_\_\_\_\_\_\_
	+ Help students with costumes and props before parade