

# - Academic Enrichment Team -

Coordinators: Eric & Amy Doerr Contact: acenrich@lansinghomeschoolers.com or call 702-9614

*If you have a heart for making sure our children receive an excellent and well-rounded education, and are passionate about the need for cooperative teaching and mutual accountability, then this may be the team for you!*

### Academic Enrichment Statement of Purpose...

To provide supplemental learning opportunities which enrich our children's education, giving them occasions to learn and interact with other home educators.

### Spotlight on Academic Enrichment...

Academic Enrichment Team members work together to offer enriching and co-operative educational opportunities for our children. The Academic Enrichment Team is responsible for overseeing the following CHES activities— Academic Co-op Day, Enrichment Days, Small Group Co-ops, Academic Contests (Geography Bee, Spelling Bee, Science Fair, Speech Meet, etc.), Standardized Testing, and Mid-Michigan Graduation. Opportunities for service abound on this team: from weekly or monthly responsibilities to one-time events; from being center stage to many behind the scenes volunteers.

### Ministry Areas:

**Friday Enrichment Day:** Enrichment Day is a large cooperative effort on the part of CHES families who desire to provide for their children supplemental learning opportunities which will enrich their education in the areas of physical education, the arts and those courses that tend to fall outside of core-subject areas. All participating families serve in some way at Enrichment Day, but we especially need volunteers to coordinate each of the various teaching teams. Enrichment Day Areas of Service:

- Central – AM Enrichment Day:  
Support/Coordination Team: \_\_\_\_\_  
Other Team Leader: \_\_\_\_\_
- Central – PM Enrichment Day:  
Support/Coordination Team: \_\_\_\_\_  
Other Team Leader: \_\_\_\_\_
- Eastside – AM Enrichment Day:  
Support/Coordination Team: \_\_\_\_\_  
Other Team Leader: \_\_\_\_\_
- Northside – AM Enrichment Day:  
Support/Coordination Team: \_\_\_\_\_  
Other Team Leader: \_\_\_\_\_
- Westside – AM Enrichment Day:  
Support/Coordination Team: \_\_\_\_\_  
Other Team Leader: \_\_\_\_\_

**Standardized Testing:** We offer our annual standardized testing each spring (using the Stanford Achievement Test ordered through Bob Jones University) for all interested homeschoolers in grades 2-12. This is a great way to measure your child's progress and to identify areas of strengths and weaknesses.

Testing Coordinator: \_\_\_\_\_  
Testing Administrators: (8 needed) \_\_\_\_\_  
Facility Coordinator: \_\_\_\_\_  
Test Ordering: \_\_\_\_\_

**Mid-Michigan Graduation:** This CHES sponsored event will give your senior the perfect "close" to their high school story. The Mid-Michigan Homeschool Graduation runs very much like a co-op with each participating family helping to make the program beautiful and meaningful for their graduates.

Coordinator: \_\_\_\_\_  
Support Volunteers: \_\_\_\_\_

**Small Group Co-ops:** A wide variety of Small Group co-ops can be offered and are as varied as homeschoolers are. They range from as intense as meeting once a week following a pre-selected curriculum to as relaxed as meeting once a month just to talk about a book that you have read. (Need as many as are willing to coordinate.)

Co-Op Contact/Coordinator  
(for \_\_\_\_\_ Co-op): \_\_\_\_\_

**Thursday Academic Co-op Day:** Held at South Church on Snow Rd., these co-ops will generally meet every week. Co-ops will cover academic subjects, which will provide the main course of study in those subject areas for the year. Expect children in classes designed for 3rd grade and up to have assignments at home throughout the week. Older children in particular should be willing to commit to completing assignments and come to co-op class ready to be an active, contributing participant. One parent from each family is expected to serve faithfully on a teaching team.

Institute for Excellence in Writing: (this co-op will meet every other week!)  
Class Coordinators: \_\_\_\_\_  
Registration & Support Coordinator: \_\_\_\_\_  
Elementary Science Co-ops:  
Class Coordinators: \_\_\_\_\_  
Registration & Support Coordinator: \_\_\_\_\_  
Science Co-ops:  
Class Coordinators: \_\_\_\_\_  
Registration & Support Coordinator: \_\_\_\_\_  
History Co-ops:  
Class Coordinators: \_\_\_\_\_  
Registration & Support Coordinator: \_\_\_\_\_

Academic Enrichment!

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**Academic Contests:** The following 'contests' will meet together as a short term small group co-op, with the culmination being the actual event:

**Geography Bee:** CHES offers an official National Geographic GeoBee each January for all homeschool students in grades 4-8.

Coordinator: \_\_\_\_\_

Emcee: \_\_\_\_\_

Judges/Timers (3 needed): \_\_\_\_\_

**Science Fair:** Individual children or whole families can create a display on a scientific theme, display the results of an experiment, or even re-create the experiment for hands-on learning fun!

Coordinator: \_\_\_\_\_

Planning & Event Volunte \_\_\_\_\_

**Speech Meet:** This is an opportunity to help your children overcome their fears of speaking in front of a group and to learn other public speaking skills, as well.

Coordinator: \_\_\_\_\_

Judges (6 needed): \_\_\_\_\_

Scorers (3 needed): \_\_\_\_\_

Event Volunteers: \_\_\_\_\_

**Spelling Bee:** Good old-fashioned fun for students in grades 1-8! Students are invited to participate at whatever level is appropriate for their spelling abilities.

Coordinator: \_\_\_\_\_

Emcee: \_\_\_\_\_

Judges/Timers (3 needed): \_\_\_\_\_

Planning & Event Volunteers: \_\_\_\_\_

Academic Enrichment! —————

# - Communications Team -

**Coordinators: Bernie & Marcia Holmes Contact: comm@lansinghomeschoolers.com or call 676-9029**

*If you value clear communication and enjoy serving behind the scenes in a ministry area which offers many diverse opportunities - from expressing your creativity through design, to helping collate the many publications CHESS members enjoy receiving, we have a place for you on our team!!*

### **Communications Team Statement of Purpose...**

To facilitate communication and disperse information relevant to our home education efforts, both to CHESS members and those desiring to know more about CHESS or home educating.

### **Spotlight On Communications...**

The communications team is responsible for the CHESS membership directory and handbook, newsletter, website and email alerts, and is comprised of member volunteers who indicate an interest in serving behind the scenes in the following areas: web and print layout and design, print managers, collaters, mail preparation and processing, graphic designers, web programmers and presenters. Members serving in this ministry should be flexible and able to work within a timely and routine production schedule, as some areas of service are weekly while others may be monthly and a few only once a year.

### **Ministry Areas:**

#### **Website:**

The CHESS Website at [www.lansinghomeschoolers.com](http://www.lansinghomeschoolers.com), is always a work in progress!! There are many features from the calendar, to the CHESS newsletter and other forms, to member forums. We do need volunteers to serve as content managers. They will be trained to use the site to help keep the information up to date. Member volunteers are needed for the following:

Web editor: Communications Coordinators

Graphic Artists \_\_\_\_\_ (2 needed)

Content Managers \_\_\_\_\_ (8 needed)

#### **Email Updates:**

The CHESS Monday Memo, our weekly email update is sent out on a regular basis and is an important tool in keeping CHESS families up-to-date. Our email list is not shared or sold to anyone and is only used to notify members of breaking CHESS news.

Monday Memo Mailer \_\_\_\_\_

#### **Directory:**

The Membership Directory is provided to each CHESS member family and is a great way to match names with faces, it also provides contact information. The directory is printed once a year – usually in the fall.

Directory Help: \_\_\_\_\_

**Member Handbook:** The Membership Handbook provides information explaining what CHESS has to offer and how CHESS operates. The Communications Coordinators are responsible for updating and keeping the information current.

#### **Newsletter:**

The Newsletter, which is packed with vital information about activities and events available to assist you in your homeschooling, is produced on a monthly basis (except for a couple of months in the summer!) We are in need of a backup layout/design person – preferably someone who can work with Microsoft Publisher – as most of our printed material is done in Publisher. Once the layout is completed, the newsletter is copied. After the copying is completed, a volunteer is needed to stuff the newsletters into envelopes for mailing, with the newsletters ending up at the Post Office. We provide envelopes and stamps! Member volunteers needed for:

Layout/Design \_\_\_\_\_

Layout/Design backup \_\_\_\_\_

Copier & Mailer \_\_\_\_\_

#### **Member Database:**

The CHESS Membership Database is constantly being updated with new member information so we can continue to communicate with our members in a timely fashion, whether through email, the newsletter or via the telephone. The Communications Coordinators are responsible for handling the member database.

#### **Open House/Information Fair:**

The Open House/Information Fair is a chance for current members and those interested in joining CHESS to see all of the many opportunities we offer. Again, the event is coordinated by the CHESS Leadership Team, but volunteers are needed to help with refreshments, set-up, and clean-up.

Refreshment Volunteer: \_\_\_\_\_

Set-Up Volunteer: \_\_\_\_\_

Clean-Up Volunteer: \_\_\_\_\_

Check Out Volunteer: \_\_\_\_\_

Greeter: \_\_\_\_\_

Check In Volunteer: \_\_\_\_\_

*Communications!*

# - Community Service Team -

Coordinators: William & Marilyn Wagner Contact: comserve@lansinghomeschoolers.com or call 321-1616

*If you have a passion for raising children with servant's hearts who will be salt and light in our world, and for reaching out to meet needs and build bridges into the community around us, then we need you on this team!*

### Community Service Statement of Purpose...

To work together to serve, providing practical help to both CHES members and others, and in so-doing to be a positive testimony for Christ and home education, building bridges into the greater mid-Michigan community.

### Spotlight on Community Service and Public Policy...

The desire of the Community Service Team is to provide opportunities for homeschooling families to look beyond ourselves as we serve our community, as well as build relationships with community leaders, government officials, and those in need. We are focused on reaching out and making an impact, through Lightkeeper's Community Service opportunities. This area offers a variety of ways to serve, from those willing to speak out about issues and take initiative to contact leaders, to those who are able to identify needs and arrange for ways that CHES families can help meet them. Some positions would be on-going, others just one time. We promise, the time commitment will be small, but the reward- heavenly!

### Ministry Areas:

Community Service Assistant: \_\_\_\_\_

Public Policy Assistant: \_\_\_\_\_

### Lightkeepers, Community Service Team:

1. Identify a need and let God show you how CHES families can provide!
2. Make arrangements and communicate your ideas through the CHES newsletter, website, and/or email .
3. Write a brief description (to be published in the newsletter) of how lives were impacted!

This is the vision the Lord has given ME for how we can serve together \_\_\_\_\_

\_\_\_\_\_! I will coordinate this effort.

Organize service project of your choice: \_\_\_\_\_

Organize Service project: Kids in crisis teddy bear ministry: \_\_\_\_\_

Organize Service project: Cooking dinner at Ronald MacDonald House \_\_\_\_\_

Organize Service project: Winter coat drive \_\_\_\_\_

Organize Service project: Leaf raking for widows \_\_\_\_\_

Organize Service project: nursing home ministry \_\_\_\_\_

Organize Service project: set up a collection gently used baby things for Shared Pregnancy \_\_\_\_\_

Organize Service project: picking up litter together \_\_\_\_\_

Organize Service project: set up a monthly opportunity to serve dinner at Lansing City Rescue Mission \_\_\_\_\_

### Public Policy:

Key People Needed on our Public Policy Team:

**Special Events:** Keep CHES families informed of events such as the National Day of Prayer, Legislative Briefings, Student Statesmanship Institute, National Day of Prayer, and Homeschool Days at the Capitol.

Special Events Watchman \_\_\_\_\_

**Action Team Alert:** Alert CHES families and inspire them to respond when action (phone calls, letters etc.) is needed to protect Biblical values and our right to home school. (This information will come to the action team leader via the CTV Minuteman report and HSLDA's updates. You will merely pass on the information and mobilize our families.)

Alert CHES families when to write a quick note or e-mail in response to leaders who take a stand in support of our values and right to home school. With your leadership, we will have the opportunity to thank them and express why these issues are important to us.

Action Team Leader \_\_\_\_\_

**Parental Rights:** Did you know a grass roots effort has begun in preparation to introduce a constitutional amendment guaranteeing parental rights? Someone is needed to keep this issue in front of CHES members, informing them and encouraging their involvement.

Parental Rights Leader \_\_\_\_\_

### Community Relations Liaison:

Build bridges into our community by finding ways that businesses and CHES families can mutually benefit each other. This is a position for a creative "people" person. It can be accomplished in the course of running daily errands. For example, would the manager of Staples offer us an educator's discount? Is there a business who would offer us a special price to use their facilities in non-peak hours?

Business Liaison \_\_\_\_\_ (2 or more needed)

Community Service!

# - Encouragement Team -

**Coordinators:** Dan & Aubrey Malcolm **Contact:** [encourage@lansinghomeschoolers.com](mailto:encourage@lansinghomeschoolers.com) or call 645-2546

*If you have a heart for encouraging and helping other homeschooling families and a desire to be used by God in the lives of others, there is a place for you to serve on this team!*

### **Ministry Support Statement of Purpose...**

To minister to the needs of CHES member families, welcoming and orienting new members, assisting those new to homeschooling and providing support and encouragement for CHES families.

### **Spotlight on Ministry Support:**

The Encouragement Team members work together to accomplish the overall purpose of CHES-- supporting, encouraging, and equipping other home educating parents. The Encouragement Team is made up of those volunteers willing to assist with the following areas: Mom's Night Out, Dad's Activities, New Member Desserts, Ladies' Time Apart, Manna Ministry and the CHES Prayerline.

### **Ministry Areas:**

**Mom's Night Out:** Mom's Night Out is a monthly time for moms to be encouraged, meet other ladies within CHES, and enjoy a night "out." Mom's Night Out is led by a small team of gals who coordinate, host, and facilitate the discussions at each of our 4th Tuesday gatherings. They plan topics to be discussed, submit articles about MNO for the newsletter & email updates, lead discussions, provide refreshments, and oversee set-up and clean-up of the facility. MNO is made possible by many volunteers working together. Needed:

- MNO Coordinator: \_\_\_\_\_
- Hospitality Hostess: \_\_\_\_\_
- Discussion Leader/Facilitator: \_\_\_\_\_
- Monthly Set Up volunteer: \_\_\_\_\_
- Monthly Tear Down volunteer: \_\_\_\_\_
- Dessert/snack volunteer: \_\_\_\_\_

**New Member Desserts:** New Member Desserts are times for new members to CHES to meet with some of the leadership team and veteran CHES members for a time of fellowship over dessert and get answers to any questions the new members may have. New Member Desserts are planned and hosted by the CHES Leadership Team. But volunteers are needed to provide and serve desserts, as well as volunteer veteran members who can attend and welcome new members, help answer questions, etc. Needed:  
Dessert Volunteer: \_\_\_\_\_

**Dad's Activities:** CHES desires that Dads take an active role in the home schooling and discipleship of their families. We seek to create activities for Dads to come together for fellowship and learning. We also want to plan events for fathers and children to spend time enjoying each other and the company of other homeschoolers.

- Coordinator: \_\_\_\_\_
- Assistant: \_\_\_\_\_

**New Member Encouragement Team:** CHES is growing every year! The New Member Encouragement Team will connect with New Homeschoolers to be sure they have all the CHES information they need and to make certain they feel welcomed into the group.

- Volunteer: \_\_\_\_\_

**Words of Encouragement Team:** This team will focus on encouraging CHES members through cards, phone calls and in-person communication. This team will contact families for birthdays, anniversaries, condolences, congratulations and other special things as needed. If you enjoy brightening someone's day, this may be the team for you!

- Volunteer: \_\_\_\_\_

**Ladies' Time Apart Retreat:** The Time Apart Ladies Retreat is an annual retreat for homeschooling moms to be refreshed, fellowship, meet new friends and take "time apart" from their regular routine to focus on God, plan for the coming year and enjoy time with sisters in Christ. Time Apart is made possible by the retreat coordinator, the emcee, and a volunteer team of people to help with promotion, planning, meals, decorations, activities, musical worship leader, check in, donation acquisition, set up and clean up. (March)

- Coordinator- \_\_\_\_\_
- Promotion's volunteer- \_\_\_\_\_
- Planning volunteer- \_\_\_\_\_
- Meals coordinator- \_\_\_\_\_
- Activity volunteer- \_\_\_\_\_
- Decoration's volunteer- \_\_\_\_\_ (2 needed)
- Musical Worship volunteer- \_\_\_\_\_
- Check In volunteer- \_\_\_\_\_
- Set Up volunteer- \_\_\_\_\_ (2 needed)
- Tear Down volunteer- \_\_\_\_\_ (2 needed)
- Emcee- \_\_\_\_\_
- Donations acquirer- \_\_\_\_\_

Encouragement!

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Coordinators: **Dan & Aubrey Malcolm** Contact: [encourage@lansinghomeschoolers.com](mailto:encourage@lansinghomeschoolers.com) or call 645-2546

Encouragement! —————

**Prayerline:** CHES Prayerline includes Mom's In Touch, prayer email updates, and praying for the needs of CHES members as they are made known to the coordinator. The Prayerline coordinator sends out email prompters to pray, plans the Mom's In Touch agenda, submits monthly summaries of the prayer requests and prayers for the CHES requests personally. The Assistant Coordinator acts as a back up for the Coordinator when they are out of town and prays for the needs of CHES along with the Coordinator. Mom's In Touch meeting leaders hostess weekly prayer meetings. Needed:  
Coordinator- Kelly Sites  
Assistant Coordinator- \_\_\_\_\_  
Mom's In Touch leader- \_\_\_\_\_ (At least 3 needed)

**Manna Ministry:** Manna Ministry provides meals for CHES families that could benefit from them due to illness, new baby or other circumstances that make meals a practical blessing for the family. Manna volunteers include the coordinator, and many meal makers. Needed:  
Coordinator- Pam Szymanski  
Meal Maker- \_\_\_\_\_ (12 people needed)

**CHES Phonenumber, Email Inquiries and Correspondence:**  
We regularly receive, route and respond to requests for information via the CHES Phonenumber and CHES email address. We need someone who will check the phonenumber regularly and to direct those with questions to the correct people. We also need someone willing to reply to "new homeschooler" email inquiries.  
Phonenumber \_\_\_\_\_  
Phonenumber Backup \_\_\_\_\_

# - Extra-Curricular Activities Team -

Coordinators: **Bob & Susan Menzel** Contact: [extcur@lansinghomeschoolers.com](mailto:extcur@lansinghomeschoolers.com) or call 989-224-7811

*If you are a person who values the many benefits that come from hands-on, real-life learning opportunities, sports, and other recreational activities, including the "positive socialization" that comes from being with other homeschoolers, there is a place for you to serve on this team!*

### Extra-Curricular Activities Statement of Purpose:

To expand our children's horizons by providing quality opportunities for them to participate in recreational activities, develop skills and talents, grow in character, and build relationships.

### Spotlight on Extra-Curricular Activities:

The Extra-Curricular Activities team serves the members of CHES by planning and organizing on-going opportunities for families to interact and build relationships, with a focus on areas other than academics. Currently these opportunities are in the areas of theater, field trips, soccer teams, homeschool sports lessons (swimming, tennis, ice skating or golf), dance classes, chess club (the game!), and summer playtime in the park. There are many ways to serve in this ministry, from arranging classes and field trips, to behind the scenes work of collecting money and administrating details of activities. Some areas of service are ongoing, while others are one-time or seasonal commitments.

### Ministry Areas:

#### Field Trips:

The field trip coordinator will organize a number of field trips and provide direction for others who wish to be a part of the field trip planning team. Volunteers for this team would be responsible for the organization of at least one field trip.

Needed:

Field Trip Coordinator \_\_\_\_\_

Trip organizer \_\_\_\_\_ (5 needed)

#### Homeschool Lessons (i.e. Swimming, Tennis, Golf, Ice Skating, Gymnastics, etc.):

Lessons offered specifically for homeschoolers, usually during the daytime, at discounted rates, have become an activity available to CHES members in a number of different sports—some seasonal, some ongoing. The coordinator of each of these areas is responsible to interface with the appropriate facility or organization to arrange classes specifically for homeschoolers and make the information available to CHES members. This position may also involve administration of sign up and payment for these lessons. If your family has an interest in a sport not currently being offered, please feel free to initiate something new.

Needed:

Swimming Coordinators: \_\_\_\_\_

Tennis Coordinator: \_\_\_\_\_

Golf Coordinator: \_\_\_\_\_

Ice Skating Coordinator: \_\_\_\_\_

Gymnastics Coordinator(s): \_\_\_\_\_

Dance Coordinator: \_\_\_\_\_

Archery Coordinator: \_\_\_\_\_

Other Sport: ( \_\_\_\_\_ )

Coordinator: \_\_\_\_\_

#### Monthly Homeschool Recreational Activities (i.e. Roller Skating, Bowling, etc.):

Opportunities for homeschoolers to gather for fellowship and fun one Friday a month have been sought out by CHES members at various local businesses such as Edru Skate-a-Rama in Holt and Mason Bowling Center. In the past we have also been able to offer monthly homeschool open swim times and ice skating, as well. Coordinators in this area would be responsible to interface with the appropriate facility or organization to arrange special times specifically for homeschoolers and to make the information available to CHES members. Again, we're open to new ideas, too.

Needed:

Homeschool Bowling Contact: \_\_\_\_\_

Homeschool Roller Skating Contact: \_\_\_\_\_

Homeschool Ice Skating Contact: \_\_\_\_\_

Monthly Homeschool \_\_\_\_\_ Contact?: \_\_\_\_\_

Other Monthly Homeschool Activity: \_\_\_\_\_

Contact: \_\_\_\_\_

#### Creation Camp

A fifth and sixth grade (they are allowing us to say 10-12 year olds) camp experience offered spring and fall (we are pursuing Fall) for schools and home school groups. Packed into three days and two nights is a fun-filled experience in the outdoor classroom. Hands-on interaction in environmental science makes this program unique and meaningful as students learn the wonders of creation. A coordinator is needed to organize and collect registration for this event.

Creation Camp Coordinator: \_\_\_\_\_

Extra-Curricular Activities!

Extra-Curricular Activities!

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Coordinators: Bob & Susan Menzel Contact: [extcur@lansinghomeschoolers.com](mailto:extcur@lansinghomeschoolers.com) or call 989-224-7811

### Other Classes/Activities:

In addition to the above, there are also numerous other homeschool gym classes & athletic activities organized by the YMCA, the M.A.C., Lansing Parks & Recreation, Windemere Park WaveRunners, etc., not to mention opportunities offered by homeschool groups like CHAP, LAHAA, ECHO, HSMA, Homeschool Scouting, etc. These programs are initiated by the participating organization, not CHES—but those with a heart for this area are welcome to volunteer to be our “M.A.C. Contact Person,” “Parks & Rec Contact Person,” “CHAP Contact Person,” etc. to help us be sure we keep CHES members apprised of all the opportunities available to them through these other organizations.

- YMCA Contact: \_\_\_\_\_
- MAC Contact: \_\_\_\_\_
- Lansing Parks & Recreation Contact: \_\_\_\_\_
- CHAP Contact: \_\_\_\_\_
- LAHAA Contact: \_\_\_\_\_
- ECHO Contact: \_\_\_\_\_
- WaveRunners Contact: \_\_\_\_\_
- HSMA Contact: \_\_\_\_\_
- HS Scouts Contact: \_\_\_\_\_
- Science Olympiad Contact: \_\_\_\_\_
- Contact Person for \_\_\_\_\_ : \_\_\_\_\_
- Contact Person for \_\_\_\_\_ : \_\_\_\_\_

### Chess Club (The game!):

Once a month, CHES families with an interest in chess meet to learn and play the game of Chess. Coordinator for this area is required to attend monthly get-togethers and should be knowledgeable in the game. Some have suggested playing other types of strategic/logic games, if someone would like to volunteer.....

- Needed:
- Chess Club (the game!) Coordinator: \_\_\_\_\_
- Strategy Game Club Coordinator: \_\_\_\_\_

### Theater:

Theater tickets are acquired through discount group sales for a number of different theater and musical productions at Wharton Center, All-of-us Children's Express, Children's Ballet Theater, and other venues. This area of service requires a theater coordinator and a small team of assistants who together can handle the orders, payment, and delivery of tickets to interested homeschooling families.

- Needed:
- Theater Coordinator \_\_\_\_\_
- Assistant \_\_\_\_\_ (2 needed)

### Playtime In the Park:

A weekly gathering on Wednesday mornings throughout the summer at Lansing area parks for fun and fellowship. Coordinator for this area is responsible for finding "hostesses" for weekly summer gatherings and compiling a schedule for members.

Playtime in the Park Coordinator: \_\_\_\_\_

### Indoor Soccer Clinic:

Each winter we offer an indoor soccer clinic. This is a great time to brush up on soccer skills before the spring season and burn off some energy from being cooped up all winter. This clinic is held at The Summit and is coached by Hank Leung and his assistants. The coordinator will set up clinic dates with The Summit and with Hank Leung. A volunteer is needed to handle registration and payment.

- Needed:
- Indoor Soccer Coordinator: \_\_\_\_\_
- Indoor Soccer Registration: \_\_\_\_\_

# - Resources Team -

**Coordinators: John & Miriam Woods** Contact: [resource@lansinghomeschoolers.com](mailto:resource@lansinghomeschoolers.com) or call 543-5629

*If you have a heart to provide useful services which can practically help both CHES and its member families obtain needed resources, or a heart for proper management of finances and other resources, then this is your team!*

### **Resource Team Statement of Purpose...**

To assist in wise stewardship of our resources, both those of individual home educating families and of the CHES organization.

### **Spotlight on Resources...**

The Resources Team is made up of volunteers that serve in one of the following areas - Curriculum Assistance Program (CAP), Meijer Community Rewards, Boxtops & Labels for Education, Recycling Ink Cartridges, Scholastic Book Orders, Reading Incentive Programs, Lending Library, Science Library, and Used Curriculum Sale. The coordinator of the team keeps accurate and current financial records of CHES income and expenditures. Most Resource Team service assignments are "behind the scenes." Most service areas are ongoing except for the Used Curriculum Sale which is a one-time event each June.

### **Ministry Areas:**

#### **Curriculum Assistance Program (CAP):**

A program you earn money by purchasing gift certificates for stores and restaurants through CHES. A percentage is returned back to you at the end of the school year. Coordinators collect weekly orders, add and record orders, place the order with the Program, receive and distribute gift certificates to those who ordered. Needed:

Coordinator: \_\_\_\_\_  
Assistant Coordinator: \_\_\_\_\_  
Helper: \_\_\_\_\_

#### **Boxtops & Labels for Education:**

These are programs that give CHES earnings. Boxtops and Campbell soup labels are collected from CHES members and sent in. Proceeds from the Boxtop program funds our "CHES Scholarship Fund" for families who need a little assistance to pay for membership dues, Enrichment Day, Ladies' Time Apart, etc. Coordinator collects and prepare to mail in Boxtops and labels usually twice a year.

Coordinator: \_\_\_\_\_

#### **Recycling Ink Cartridges:**

CHES can earn up to \$3 for empty ink jet printer cartridges. Coordinator collects, packages ink cartridges and mails them in whenever we have a full box or two.

Coordinator: \_\_\_\_\_

#### **Lending Library:**

CHES has a lending library at New Covenant Christian Church. The library contains homeschooling books, magazines, videos, audio tapes, curriculum, etc. Librarian keeps track of books checked out and prepares books to be placed in the library.

Librarian: \_\_\_\_\_  
Assistant Librarian: \_\_\_\_\_

#### **Science Library:**

CHES has a "library" of science materials that are available to use by CHES members. Librarian keeps track of all science items checked out.

Librarian: \_\_\_\_\_  
Assistant Librarian: \_\_\_\_\_

#### **Book Orders:**

Monthly orders are placed with Scholastic Books for books and educational software at reasonable prices. Coordinator collects orders, places the order once a month and distributes materials.

Coordinator: \_\_\_\_\_  
Assistant Coordinator: \_\_\_\_\_

#### **Reading Incentive Programs:**

Coordinator gets the word out to CHES members of various reading incentive programs available. Some we have participated in are Pizza Hut, Schuler Bookstore, Barnes & Noble Bookstore.

Coordinator: \_\_\_\_\_

#### **Used Curriculum Sale:**

Each June, CHES sponsors a sale where books and curriculum are sold by individuals and purchased by other homeschooling families. Coordinator oversees the promotion or the sale, distributes seller account numbers, oversees the setup and take down of the sale. Lots of help is needed to make this event run smoothly.

Coordinator: \_\_\_\_\_  
Assistant Coordinator: \_\_\_\_\_  
Helpers: \_\_\_\_\_ (25 needed)

#### **Bookkeeping:**

The Resources coordinator keeps accurate financial records of all CHES income and expenses. This includes making deposits, reimbursement checks, reconciling accounts with the bank.

Resources!

# - Special Events Team -

**Coordinators: Matt & Mary Hoch Contact: [spevents@lansinghomeschoolers.com](mailto:spevents@lansinghomeschoolers.com) or call 327-6020**

*If you love creating special memories or planning fun family events, and are passionate about helping people build relationships- both within their own family and with other like-minded families, then this would be the place for you to serve!*

### **Special Events Statement of Purpose...**

To coordinate wholesome family events which will build special memories, strengthen family relationships, provide encouragement and offer opportunities to connect with other home educators.

### **Spotlight on Special Events...**

The Special Events Team is responsible for the memorable annual family events CHES offers throughout the year. Most include the whole family, while others are for certain parts of the family- like couples, daddies and daughters, or mothers and sons. This area offers many great opportunities for you to be of service to CHES families-- especially to draw in those that are not yet well-connected with others. All responsibilities in this area involve the planning and implementation of a one-time event!

### **Ministry Areas:**

We are looking for 2 types of volunteers for most events:

#### **Team Leader:**

Someone who will be responsible for leading a team of others in organizing the event. They need to have a passion for helping others and working on a team. They would need to lead the team in finding a place and time for the event (most events already have several places available) and make sure all details are worked out.

#### **Team Support:**

Several people who will help organize the event. They need to be team players and willing to help plan and run the event. Each area will have a team working together using each other's strengths to make the best event possible. The events are as follows:

**Back-to-Homeschool Kick-Off:** An old fashioned pot luck and field games for all CHES families to fellowship as we "kick-off" the new school year. (September)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Hayride/Apple Orchard Trip:** A fall family outing to the MSU Experimental Station to pick fruit and enjoy fellowship. (October)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Fall Festival:** Family-friendly alternative to Halloween involving: hayride, games, stories, treats, prizes, and other activities. (October)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Christmas "Gingerbread" Creations:** Assemble, decorate and take home your own "gingerbread" (graham cracker) house. (December)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Family Fun Night:** A time for families to gather, fellowship and play games - board or other kinds!! (January)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Daddy/Daughter Dance:** A special night for dads and their daughters to celebrate St. Valentines Day. (February)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Mother/Son Fun:** Because moms and sons deserve fun too!! (March)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Spring Fling Couples Night Out:** An evening set aside for couples to encourage and fellowship with each other. (April)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Year-End Celebration:** A big barbeque to recognize your children's progress and officially promote them to the next grade level! (June)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

**Summer Family Camping:** A summer get away, for the weekend or longer, in the great outdoors, with other like-minded homeschool families! (July or August)

Coordinator \_\_\_\_\_

Support Volunteers \_\_\_\_\_

Special Events!

Volunteer Areas 2009/2010